COMMERCIALLY CONFIDENTIAL

USER MANUAL
for the
SOLPRINT SALES LEDGER MODULE

Issue One
October 2001
GNL/SOL/009

COMMERCIALLY CONFIDENTIAL

Scope

This document describes the initial design for the SolPrint Sales Ledger Module.

	NAME	SIGNATURE	DATE
ORIGINATOR			
APPROVED BY (QA)	Maureen Kilgannon		
AUTHORISED BY (Director)	Paul Massey		
AUTHORISED BY (Client name)			

Amendment Record

ISSUE	DATE	REF	REASON
1	nn-mm-yy	XXX/YYY/nnn	Initial Release

Copyright subsists in all **i·teba** documentation. Except as permitted under the Copyright, Designs and Patents Act 1988, no extract may be reproduced, stored in a retrieval system or transmitted in any form or by any means – electronic, photocopying, recording or otherwise – without prior written permission from **i·teba**.

© i·teba

Contents

Overview **5**

Sales Ledger Main Menu **6**

Entry Programs 7

Item Batch Entry 8

Invoice Entry **9**

Credit Notes Entry 15

Receipts Batch Entry 25

Journals Entry 31

Allocations ..... 34....

Post to Nominal Ledger **36**

Company Selection **37**

1.1.1.1 Review Programs **38**

Customer Transaction History 39

Batch Allocations Review 42

Customer Allocations Review 44

Master File Entry 46

Customer Master File 47

Customer Delivery Address 51

Dissection Codes 52

Tax Codes 53

Sales Representative 54

Category Master 55

Currency Exchange **56**

Cont:

Table of Contents – cont:

Master File Listings 57

Customer Summary Listings 58
Customer Detailed Listings 59

Dissection Code Listings 60

Tax Code Listings 61

Delivery Address Listings 62

Currency Exchange Listing 63

Reports 64

Sales by Customer 66

Sales by Dissection 68

Customer Transactions by Date 69

Sales Ledger Batch Transactions 70

Summary Aged Balance Report 71

Summary Aged Balance Report – by Name. 71

Detailed Aged Balance Report 72

Detailed Aged Balance Report – by Name 72

VAT Report 73

Cash Receipts by Date 74

Invoice Printout 71

Credit Note Printout 72

Statement Printout 73

Sales by Sales Representative 74

1 Overview

The Solprint Accounts Module is a fully integrated Sales Ledger, Purchase Ledger and Nominal Ledger. With powerful credit control tools, flexible month-end routines and detailed financial reporting facilities being updated in 'Real Time'. The Accounts Module is fully integrated with the rest of Solprint allowing users to track back into jobs to see how costs are compiled, look at materials, deliveries, profitability, etc. direct from Accounts

1.1 Assumptions that have been made

For this document the following assumptions have been made:

The reader is able to use a mouse and is familiar with the Windows environment

The training manual will be used in conjunction with a demonstration of the operating system

That SOLPRINT has been correctly installed and configured

Crystal Reports have been installed

1.2 Notes and Conventions

A basic rule in windows is, that if you want to do something, you 'point' the cursor at a heading or item on the screen, and 'click' (usually the left mouse button) to open or highlight the item. In this manual the word *click* underlined and in italics is an instruction to press the left button of the mouse. The word in bold following that instruction will identify the item or command button to which the instruction refers
e.g " *click* on Print "
means point the cursor arrow at the Print button and click the left mouse button

Solprint Management Information Systems include several features which enable the user to 'point' and 'click' to speed up the process of accessing and entering information. These include automatic data display and 'drop down menus' from which the user may 'browse' and 'search' a data base
e.g to "use the drop down menu" means point and click on the box to the right of the item to open up files for that item

Most Tool Bars also include the 'icons' which allow the user to delete, copy, cut, paste, save, etc; that are typically found in a windows application

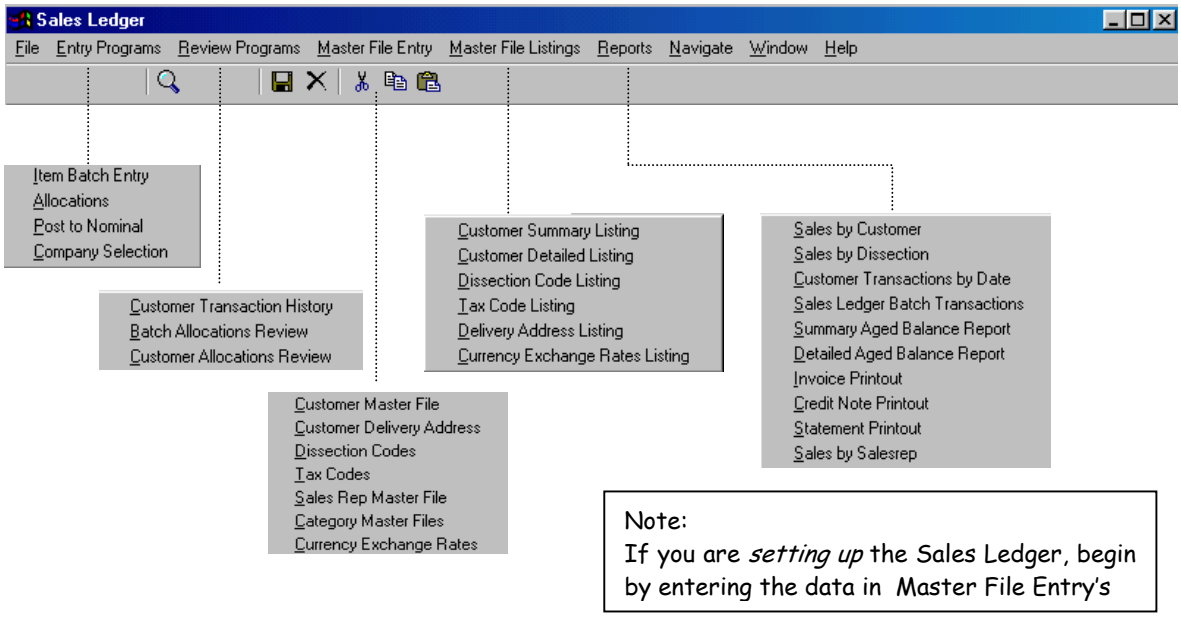
The following pages will guide the user through the basic steps required to use the module more effectively.

2 Sales Ledger Main Menu

2.1 The Menu Bar – basic steps

The Menu Bar provides access to the various modules comprising the Solprint Sales Ledger, the following diagram shows the drop down menus to those modules

To access the Sales Ledger options, simply *click* on to the appropriate tab as shown along the top edge of the menu bar, select the module required and click to open.



These are the primary modules to all of the functions that make up the Sales Ledger, simply highlight and 'click' to open up subsequent menus on the required selection

2.1.1 Entry Programs

This module allows access to the programs for entering Invoices, Credit Notes, Receipts, Journals and to allocate Sales Receipts or Credit Notes enter Batch Posting, etc.

2.1.2 Review Programs

Allows the user to review historical customer transactions, batch transactions, customer allocations etc;

2.1.3 Master File Entries

The primary module for creating and amending information regarding customers invoicing details, terms, delivery address, bank details, client category's, dissection and tax code listings, currency's , etc.

2.1.4 Master File Listings

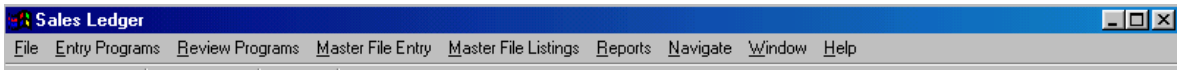
Enables the user to examine listings for Customers, Dissection Codes, Tax Codes and Currency details.

2.1.5 Reports

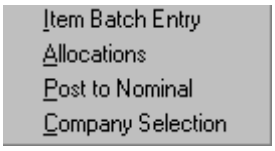
This module is for creating and printing out reports for the Sales Ledger activities including Customer Transactions, Age Balance; Invoices, Credit Notes, Statements; etc.

3 Entry Programs

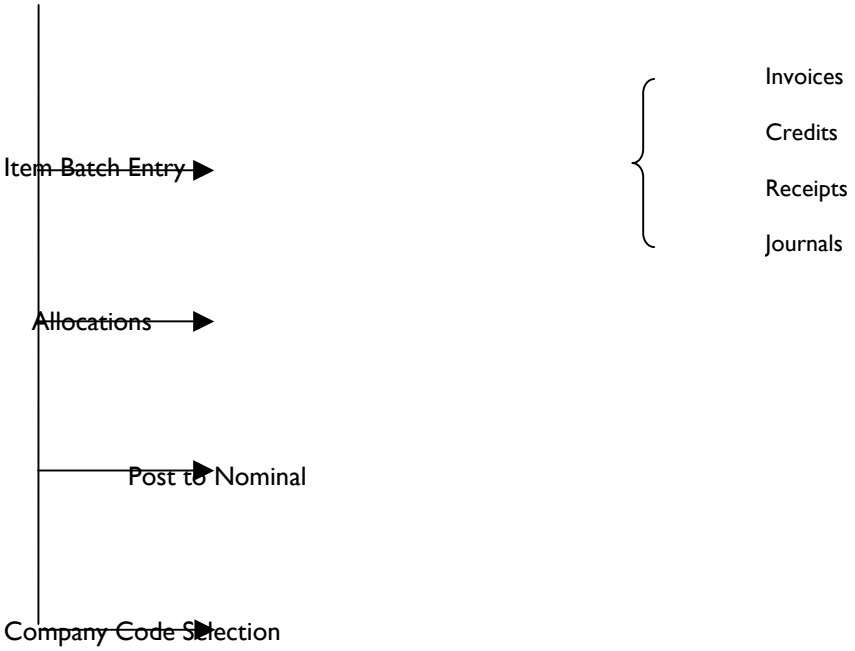
From the Main Menu select and *click* on Entry Programs



Entry Programs



This menu allows access to a selection of sub-menus each one providing easy access to the next level of options and forms



The following pages will take the user through the S/L 'Entry Program' step by step.

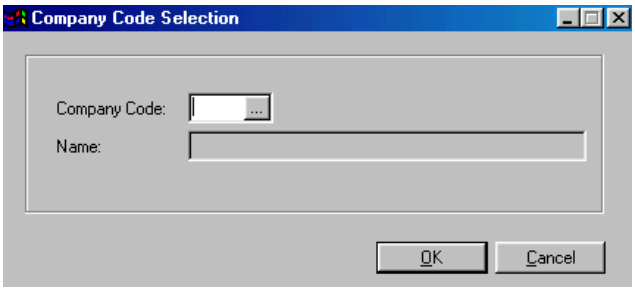
3.1 Item Batch Entry

3.1.1 Company Code Selection

On first opening the Sales Ledger Program you will be presented with the Company Code Selection screen. Enter a valid Company Code up to 2 characters long or use the drop down menu to search the Company Code File, and select the chosen code number.

The company name will display automatically for verification

Note:
This screen may also be opened by selecting 'Company Selection' from the 'Entry Program' tab



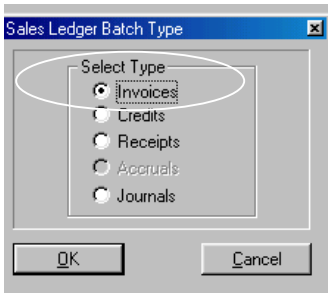
3.1.2 Sales Ledger Batch Control

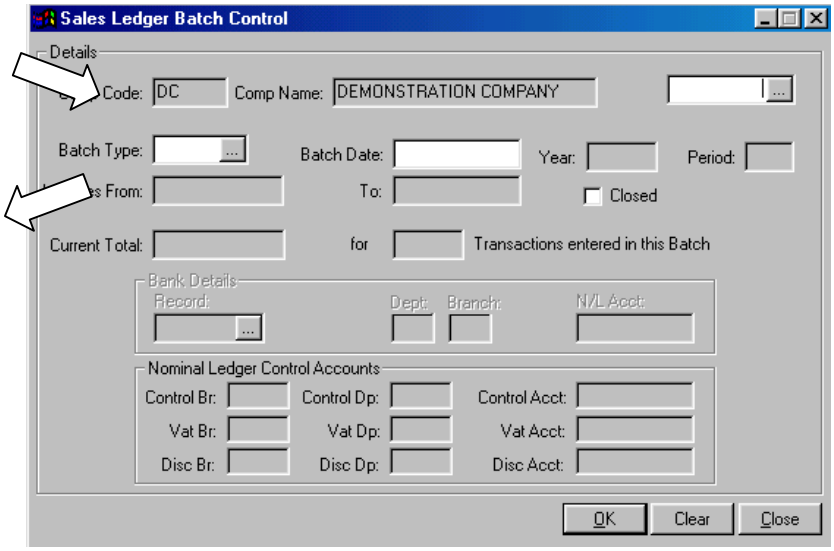
Selecting 'Item Batch Entry' from the Main Menu bar opens a sub menu 'Sales Ledger Batch Control'. This will automatically display the Company Code and Name chosen as the default code and name for the transaction.

Note:
See also Company Code Selection

To access the Item Batch Entry options, click on the 'Batch Type' drop down menu

Batch Type Options





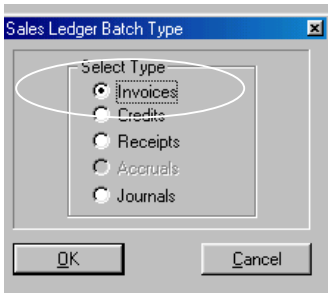
Batch Type : Use the drop down menu to search for the required Sales Ledger Batch Type,

[*Invoices*] [Credits] [Receipts] [Journals] & *click* OK

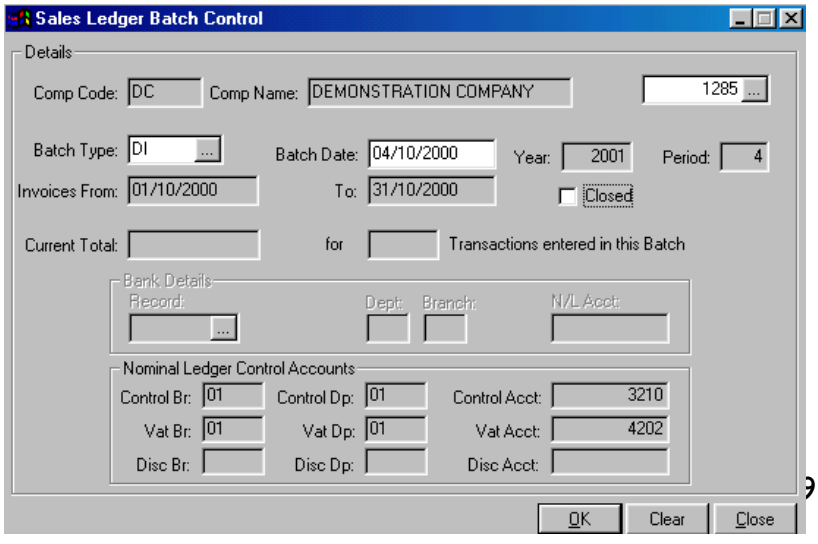
In this example, *Invoices* has been selected from the batch 'type' options, *click* OK to continue:

3.1.3 Invoice Entry

This module is used to enter a batch of debtor invoices. A batch consists of one or more invoices and each invoice has one or more transactions.



Select *'Invoices'* ('tick') on the Batch Type menu and *click* OK to open the screen shown below



Note:
The Invoice Batch number is generated automatically

Batch Date: The Batch Date determines the period in which *ALL* transactions in this batch will be posted to. The period chosen *MUST* be open (as defined in the G/L Company file) for existing companies.

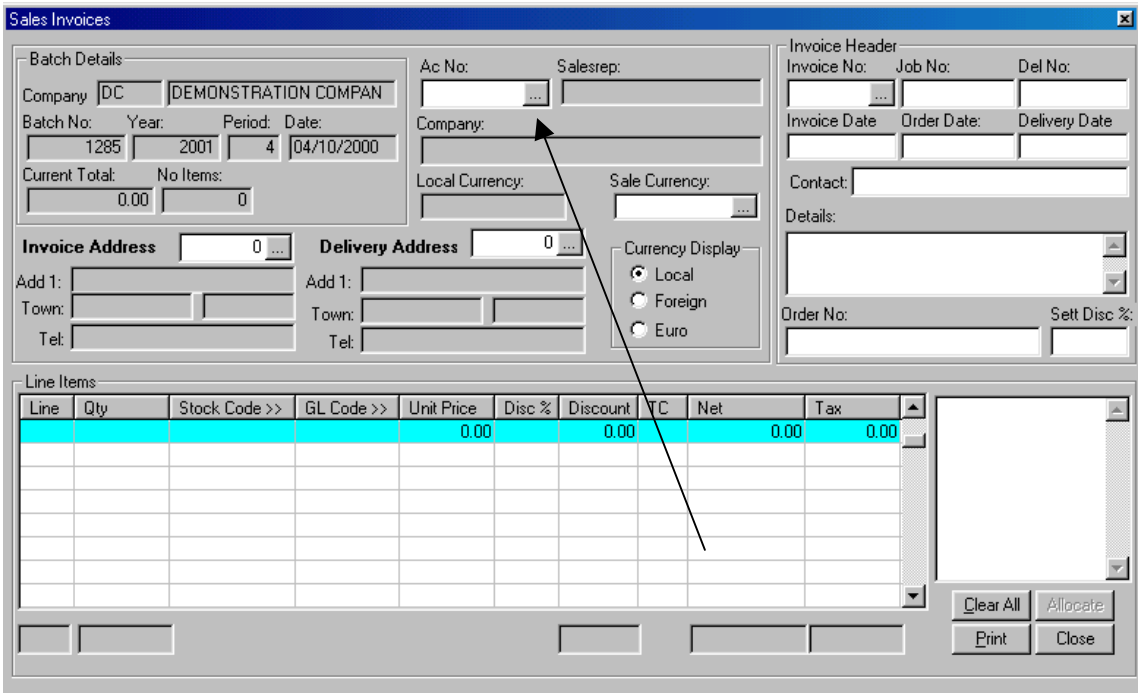
On entering the Batch Date, much of the primary information required for this transaction will be displayed automatically, including the Invoice (journal) Number, accounting period, the current total and number of invoices in this batch, as well as Nominal Ledger Control Accounts information etc (see above).

Batch Closed: If this is a NEW batch or you are returning to an EXISTING batch, the batch needs to be open *(no 'tick')*. If you wish to CLOSE an existing batch, *click* on the box *('displays tick)*.

Click OK to open the Sales Ledger Invoice Entry screen

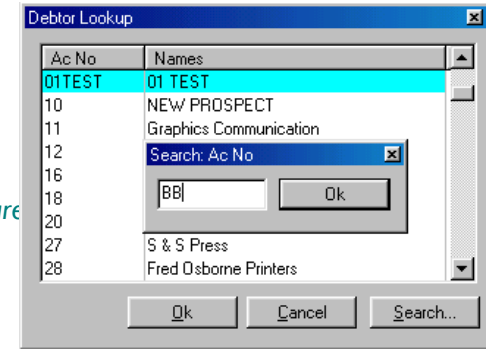
Enter A/C No or use drop down menu to search file

From the Batch Control Screen, the Sales Invoice Module will be displayed as below

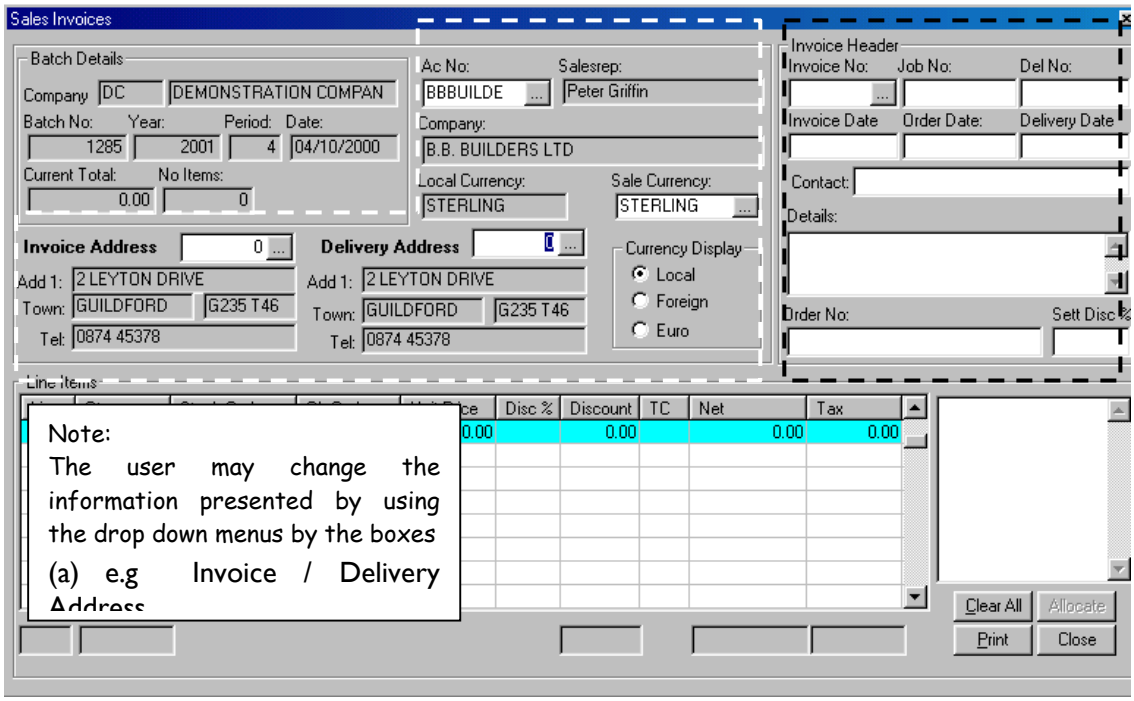


Account Number Enter a valid customer account code, or use the drop down menu to search the Customer Account Code records, double click on the selection, or *click* OK to enter the number. Further customer details will be displayed automatically, including the company name, invoice and delivery address, currency and sales representative.

Note:
From the A/C No: drop down menu the user can scroll the list or simply *click* on **Search** and enter up to 8 characters of the name to go directly to the selection



Having entered the debtor account number the customers default information will be Displayed automatically, including the company name, invoice and delivery address, currency and sales representative (see below).



Invoice Number If creating a *NEW* invoice, the next sequential invoice number will be generated automatically when the screen is completed.

IG invoice, enter the invoice number or use the drop down menu to

Job Number Enter a Job Number if required

Delivery Number Enter a Delivery Note number if required

Date of Invoice Enter a valid invoice date (as per G/L Period Master File)

Order Date Enter the date of the customer order if required

Delivery Date Enter the date of the delivery if required

Contact Name Enter a customer contact name if required

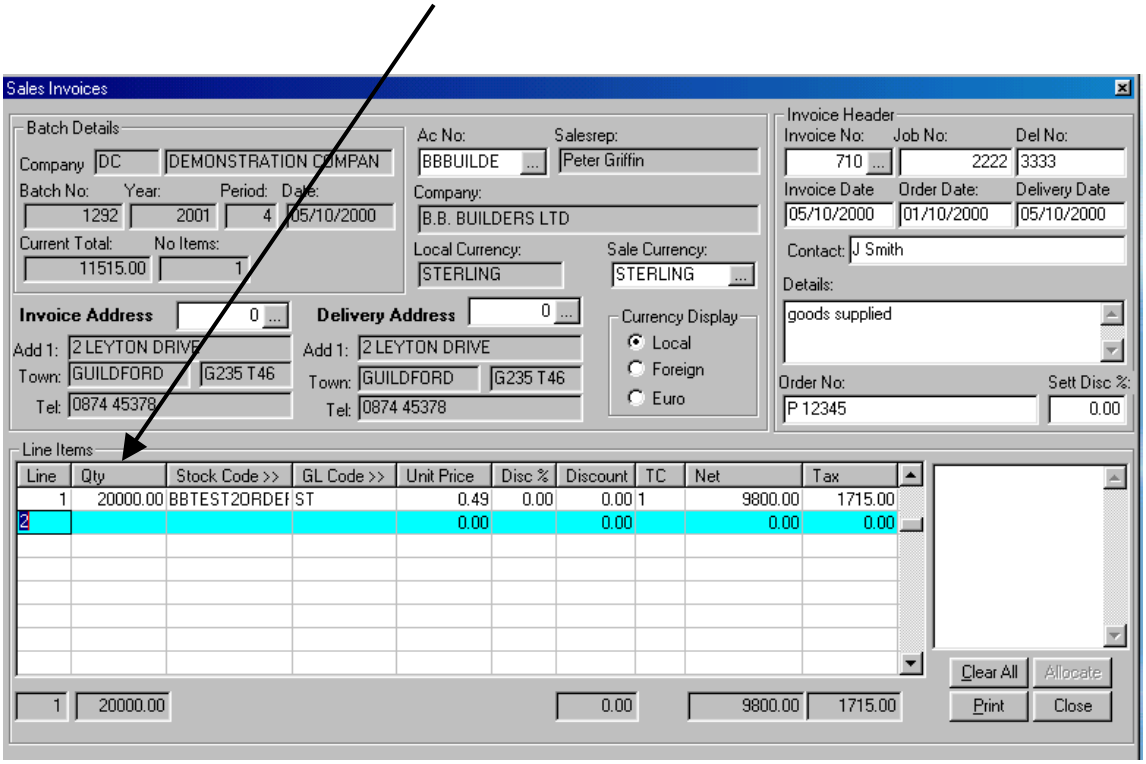
COMMERCIALLY CONFIDENTIAL

Description Enter a description or header if required, the first line will appear on the invoice as the subject matter of the invoice

Order Number Enter the customer order number if required

Sett Discount Enter a settlement discount percentage figure if required

When the above details are entered, the 'tab' key will go next to the first row of the Invoice Line Item Entry


Sales Invoices
Batch Details
Company DC DEMONSTRATION COMPAN
Batch No: 1292 Year: 2001 Period: 4 Date: 05/10/2000
Current Total: 11515.00 No Items: 1
Ac No: BBBUILDE
Salesrep: Peter Griffin
Company: B.B. BUILDERS LTD
Local Currency: STERLING
Sale Currency: STERLING
Invoice Address 0
Add 1: 2 LEYTON DRIVE
Town: GUILDFORD G235 T46
Tel: 0874 45378
Delivery Address 0
Add 1: 2 LEYTON DRIVE
Town: GUILDFORD G235 T46
Tel: 0874 45378
Currency Display
Local
Foreign
Euro
Invoice Header
Invoice No: 710 Job No: 2222 Del No: 3333
Invoice Date 05/10/2000 Order Date: 01/10/2000 Delivery Date 05/10/2000
Contact: J Smith
Details: goods supplied
Order No: P 12345
Sett Disc %: 0.00
Line Items
Line Qty Stock Code >> GL Code >> Unit Price Disc % Discount TC Net Tax
1 20000.00 BBTEST2ORDEI ST 0.49 0.00 0.00 1 9800.00 1715.00
2 0.00 0.00 0.00 0.00
1 20000.00 0.00 9800.00 1715.00
Clear All
Allocate
Print
Close

Invoice Line Item Entry

Using the 'tab' key go to:

Line Number The Line Number will generate automatically

Quantity Enter the Quantity for this Item Entry

Stock Code Enter a valid stock code or use the drop down menu to search the stock code file if required the description will be displayed

GL Code If the item being invoiced is not an inventory item, enter a G/L Dissection Code. Use the drop down menu to search the stock code file if required, the description will be displayed

Unit Price Enter the unit price of the item being invoiced. If a Stock Code was entered, the unit price of the inventory item will be displayed. Accept this price or enter another

Discount % If a discount has been set up in the master files it will display automatically. Accept this percentage value or enter another

Discount The discounted value calculated from the above will display

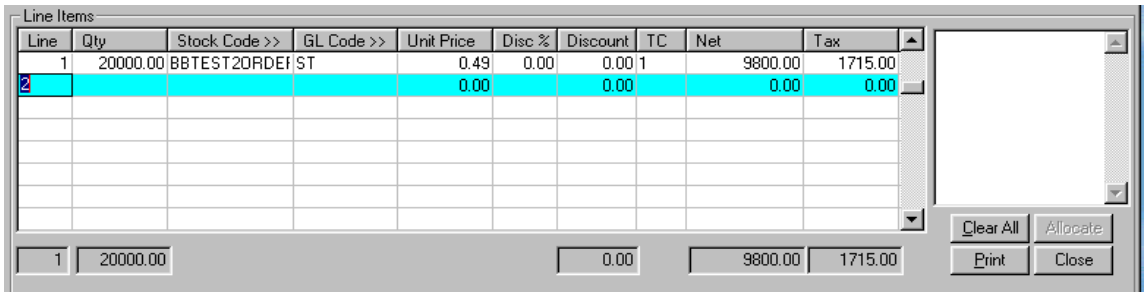
Tax Code (TC) If there is no default tax code against the entered dissection (G/L Code) you will be prevented from entering any tax. If there is a default tax code against the dissection it will be displayed and the user may amend it if required.

Net The net amount will automatically calculate and display here

Tax The tax amount will be calculated according to the tax code given and displayed here

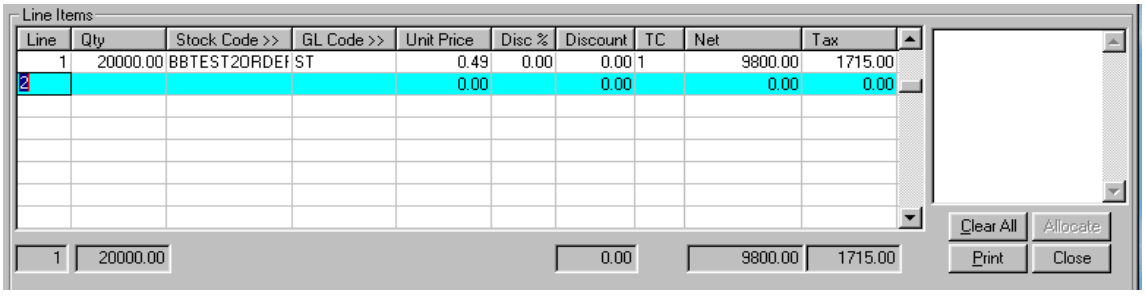
Details Enter a description of the item to be invoiced

(use the 'tab' key to go to the next line)



No of Item Entry's
Quantity of Items
Note that the system displays running totals for
Total Net Value
Total Tax Value

} Total Discounts

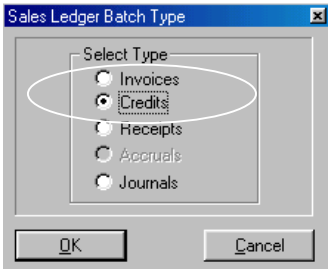


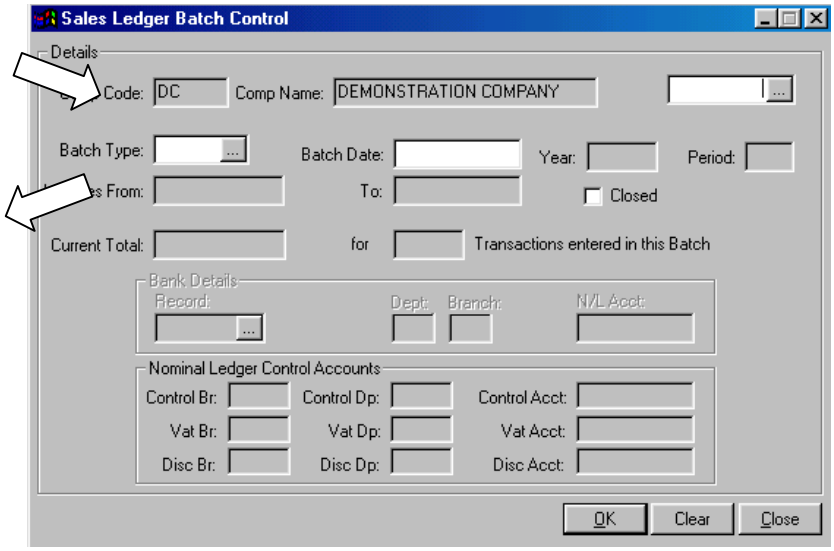
When all line items are completed *click* on Print to print the Invoice, and 'Clear All' to invoice entry screen

To Access - Credit Note Entry

From the Sales Ledger *Main Menu* – open *Item Batch Entry*, and *click* on the 'Batch Type' drop down menu

Batch Type Options





Batch Type :Use the drop down menu to search for the required Sales Ledger Batch Type, [Invoices] [*Credits*] [Receipts] [Journals] & *click* OK.

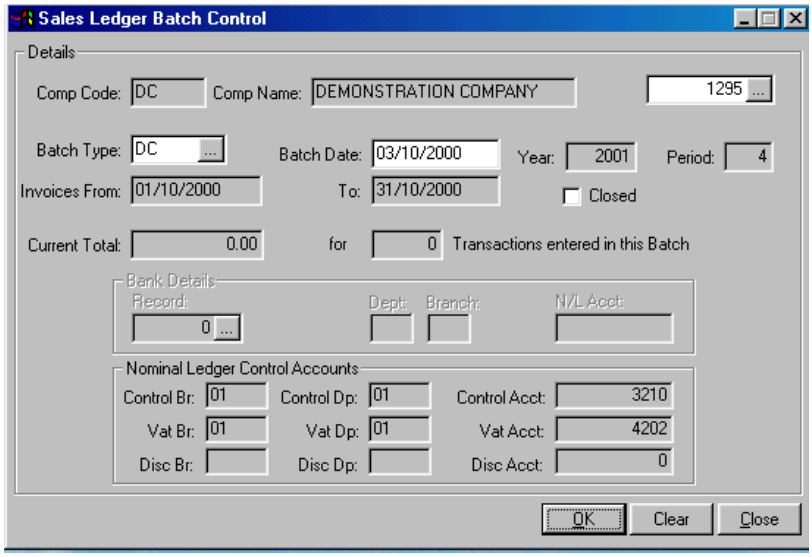
In this example, select *Credits*, and *click* OK to continue:

3.1.4 Credit Note Entry

This Module is used to enter debtor credit notes

Batch Control Screen

Note:
The Credit Note Batch number is generated automatically



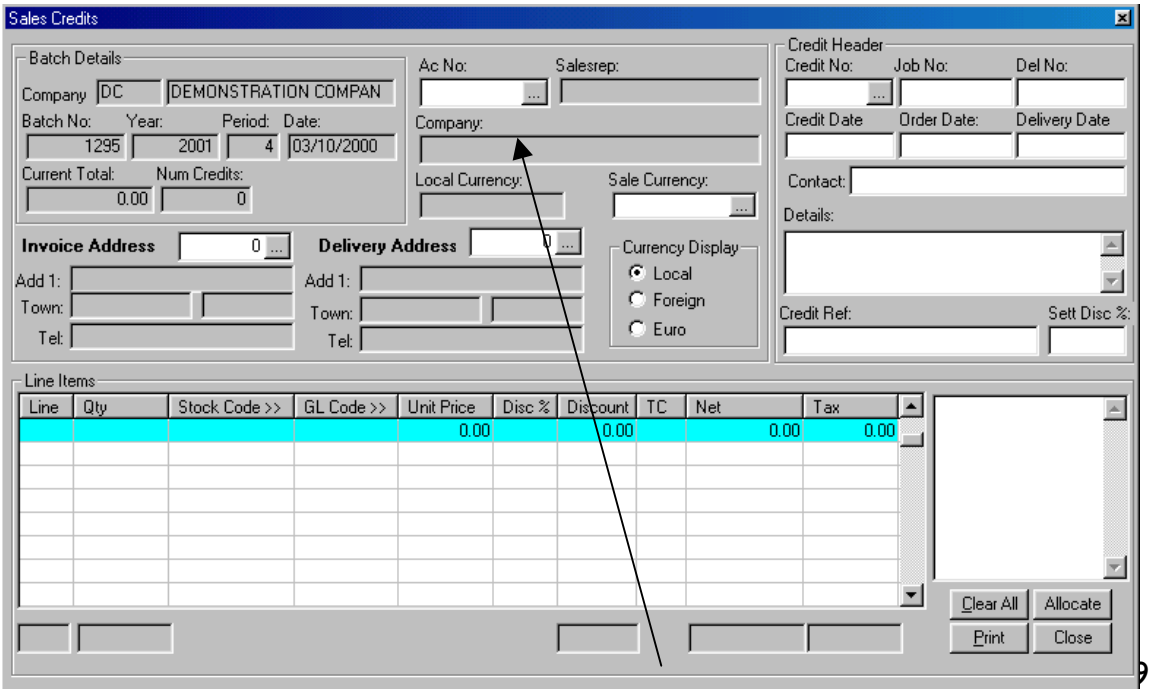
Batch Date: The Batch Date determines the period in which *ALL* transactions in this batch will be posted to. The period chosen *MUST* be open (as defined in the G/L Company file) for existing companies.

On entering the Batch Date, much of the primary information required for this transaction will be displayed automatically, including the Credit (journal) Number, accounting period, the current total and number of Credit notes in this batch, as well as Nominal Ledger Control Accounts information etc (see above).

Batch Closed: If this is a NEW batch or you are returning to an EXISTING batch, the batch needs to be open *(no 'tick')*. If you wish to CLOSE an existing batch, *click* on the box *('displays tick'.)*

Click OK to open the Sales Ledger Credit Entry screenb

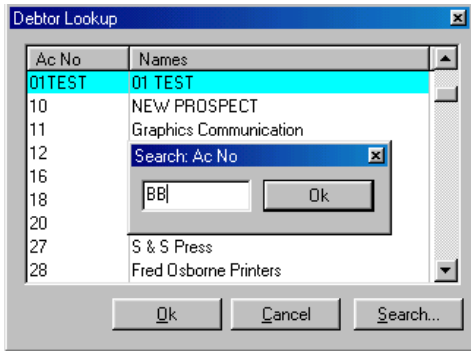
From the Batch Control Screen, the Credit Note Module will be displayed as below



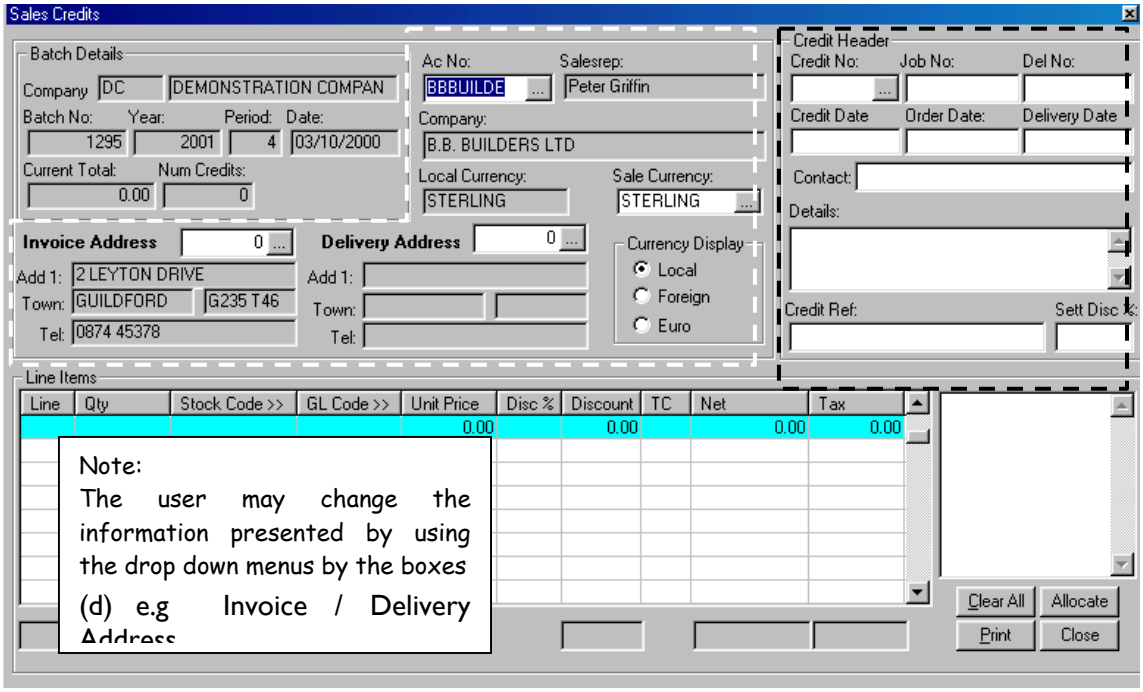
Enter A/C No or use drop down menu to search file

Account Number Enter a valid customer account code, or use the drop down menu to search the Customer Account Code records, *double click* on the selection, or *click* OK to enter the number. Further customer details will be displayed automatically, including the company name, invoice and delivery addresses, currency and sales representative.

Note:
From the A/C No: drop down menu the user can scroll the list or simply click on 'Search' and enter up to 8 characters of the name to go directly to the selection



Having entered the debtor account number the customers default information will be displayed automatically, including the company name, invoicing and delivery address, currency and sales representative (see below)



Note:
The user may change the information presented by using the drop down menus by the boxes
(d) e.g Invoice / Delivery Address

Credit Note No If creating a *NEW* Credit note, the next sequential credit note number will be
the screen is completed.

Note:
(f) Use 'tab' on the keyboard to go to each *next* entry box

If amending an *EXISTING* credit note, enter the credit note number or use the drop down menu to search the file.

Job Number Enter a Job Number if required

Delivery Number Enter a Delivery Note number if required

Date of Invoice Enter a valid invoice date (as per G/L Period Master File)

Order Date Enter the date of the customer order if required

Delivery Date Enter the date of the delivery if required

Contact Name Enter a customer contact name if required

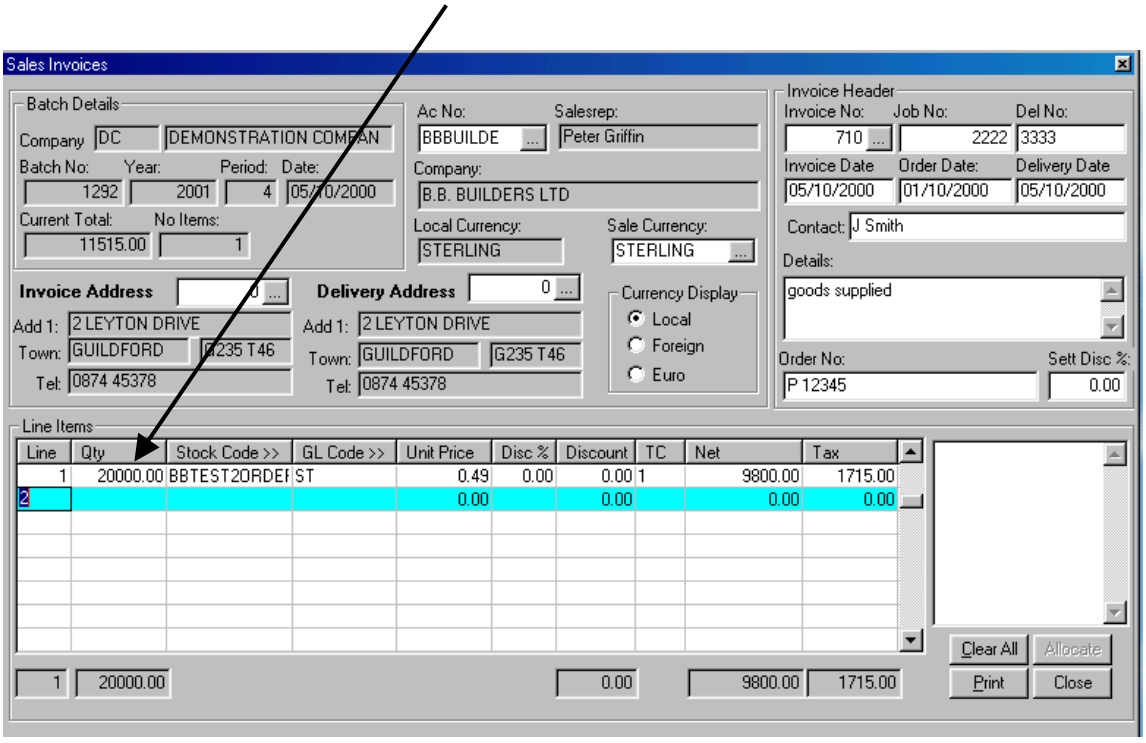
Description Enter a description or header if required, the first line will appear on the invoice as the subject matter of the invoice

Credit Reference Enter a Credit Reference number if required

Sett Discount Enter a settlement discount percentage figure if required

When the above details are entered, the 'tab' key will go next to the first row of the

Credit Note Line Item Entry


Sales Invoices
Batch Details
Company DC DEMONSTRATION COMPAN
Batch No: 1292 Year: 2001 Period: 4 Date: 05/10/2000
Current Total: 11515.00 No Items: 1
Ac No: BBBUILDE
Salesrep: Peter Griffin
Company: B.B. BUILDERS LTD
Local Currency: STERLING
Sale Currency: STERLING
Invoice Address 0
Add 1: 2 LEYTON DRIVE
Town: GUILDFORD G235 T46
Tel: 0874 45378
Delivery Address 0
Add 1: 2 LEYTON DRIVE
Town: GUILDFORD G235 T46
Tel: 0874 45378
Currency Display
Local
Foreign
Euro
Invoice Header
Invoice No: 710 Job No: 2222 Del No: 3333
Invoice Date 05/10/2000 Order Date: 01/10/2000 Delivery Date 05/10/2000
Contact: J Smith
Details: goods supplied
Order No: P 12345
Sett Disc %: 0.00
Line Items
Line Qty Stock Code >> GL Code >> Unit Price Disc % Discount TC Net Tax
1 20000.00 BBTEST2ORDEI ST 0.49 0.00 0.00 1 9800.00 1715.00
2 0.00 0.00 0.00 0.00
1 20000.00 0.00 9800.00 1715.00
Clear All
Allocate
Print
Close

Credit Note Line Item Entry

Using the 'tab' key go to:

Line Number The Line Number will generate automatically

Quantity Enter the Quantity for this Item Entry

Stock Code Enter a valid stock code or use the drop down menu to search the stock code file if required the description will be displayed

GL Code If the item being Credited is not an inventory item, enter a G/L Dissection Code. Use the drop down menu to search the stock code file if required, the description will be displayed automatically

Unit Price Enter the unit price of the item being invoiced. If a Stock Code was entered, the unit price of the inventory item will be displayed. Accept this price or enter another

Discount % If a discount has been set up in the master files it will display automatically. Accept this percent value or enter another

Discount The discounted value calculated from the above will display

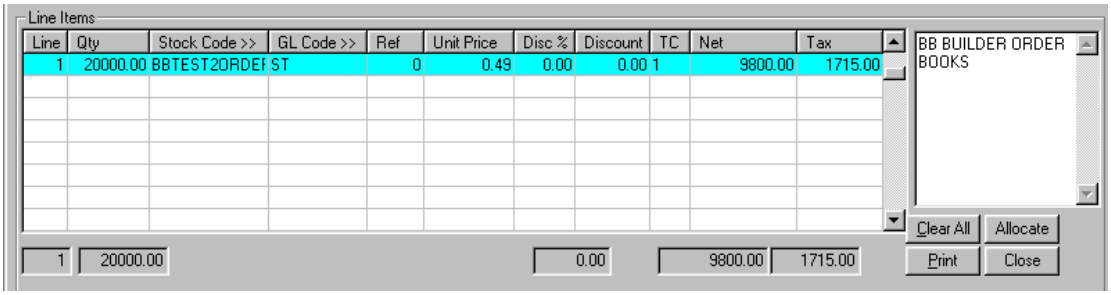
Tax Code (TC) If there is no default tax code against the entered dissection (G/L Code) you will be prevented from entering any tax. If there is a default tax code against the dissection it will be displayed and the user may amend it if required.

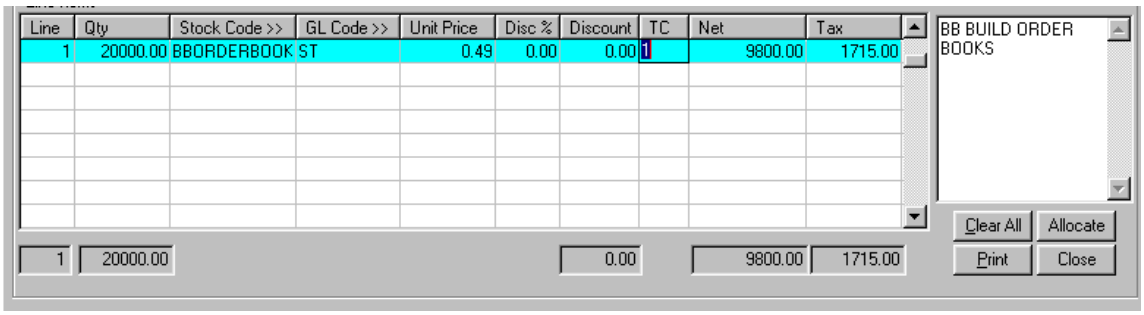
Net The net amount will automatically calculate and display here

Tax The tax amount will be calculated according to the tax code and displayed here

Details Enter a description or details for the item to be credited

(use the 'tab' key to go to each entry and the next line)





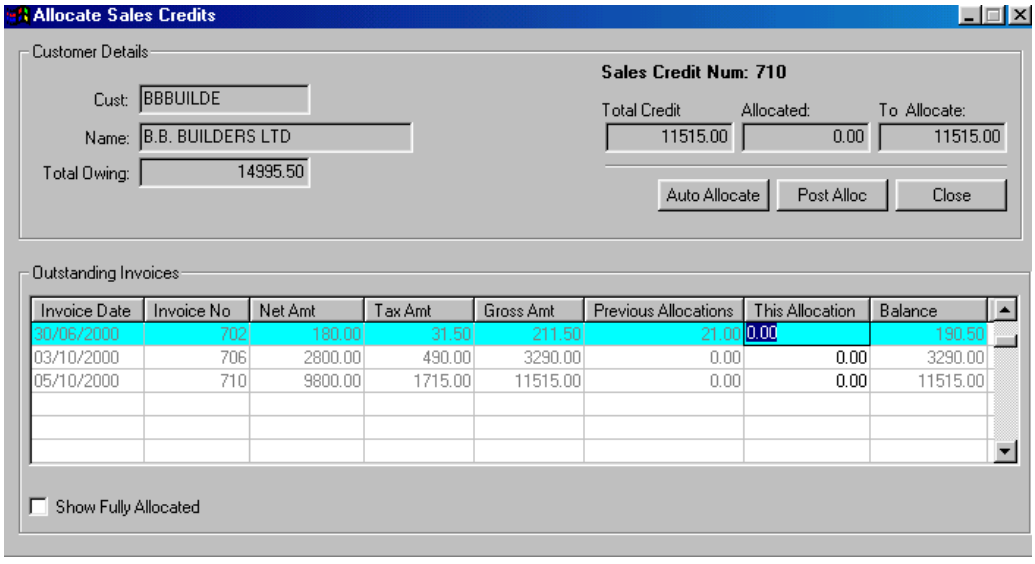
When all the line items are completed *click* on the button to go to the next action required :

Clear All This will clear the screen for the next batch entry having saved the completed entry automatically

Close Will close the Credit Note Entry screen and return the user to the Batch Control screen

Print This will take the user to the Print screen

Allocate: This screen allows you to select the invoices to allocate the credit notes against if required. All unpaid invoices will now appear on the screen as per the following example

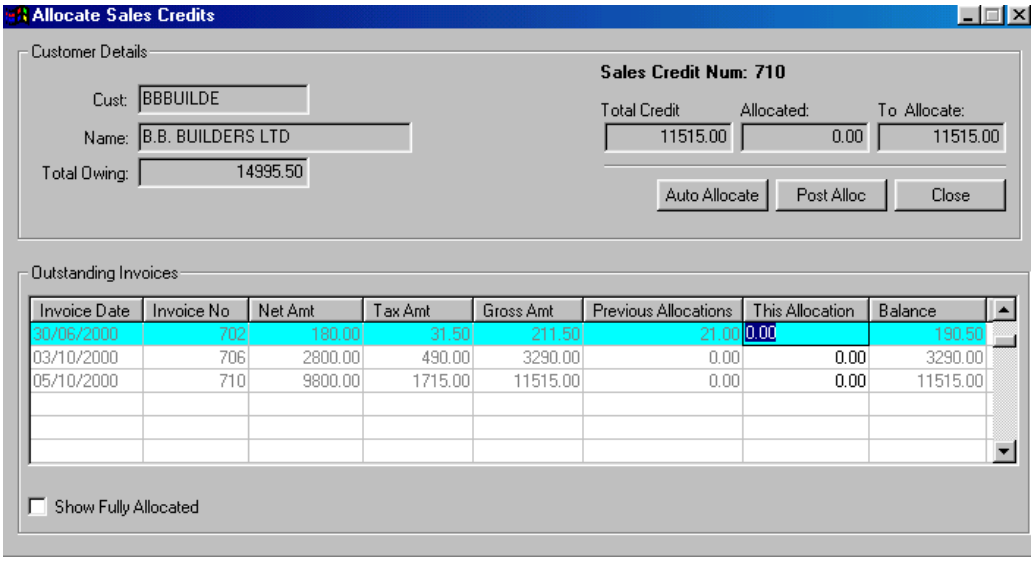


This screen allows you to select the invoice against which to allocate the credit notes that have been entered. All *unpaid* invoices relating to the customer account selected will be displayed with one line already highlighted.
The Customer details will display automatically, as will the Credit Note number and the following information:

Total Credit The total credit value of this transaction

Allocated Amount allocated against the unpaid invoice list

To Allocate The amount still to be allocated
See below


Allocate Sales Credits
Customer Details
Cust: BBBUILDE
Name: B.B. BUILDERS LTD
Total Owing: 14995.50
Sales Credit Num: 710
Total Credit
Allocated:
To Allocate:
11515.00
0.00
11515.00
Auto Allocate
Post Alloc
Close
Outstanding Invoices
Invoice Date | Invoice No | Net Amt | Tax Amt | Gross Amt | Previous Allocations | This Allocation | Balance
30/06/2000 | 702 | 180.00 | 31.50 | 211.50 | 21.00 | 0.00 | 190.50
03/10/2000 | 706 | 2800.00 | 490.00 | 3290.00 | 0.00 | 0.00 | 3290.00
05/10/2000 | 710 | 9800.00 | 1715.00 | 11515.00 | 0.00 | 0.00 | 11515.00
Show Fully Allocated

Select the invoice to allocate the credit note against, by *clicking* on (highlighting) the relevant invoice line.

Apply Amount Enter the amount to be applied in '*This Allocation*' column . It cannot be more than the amount remaining in the '*Balance*' (to pay) column. The balance will be adjusted automatically

The total amount credited /allocated will be displayed in the *'Allocated'* field and the amount left to be credited displayed in the ' *To Allocate' field* . No entry is required.

Post Allocate To change any details of the credit note, go back to the Batch Header and search for the correct credit note, You can only amend the credit note if it is unallocated.

Print the Credit Note To go to the print option screen

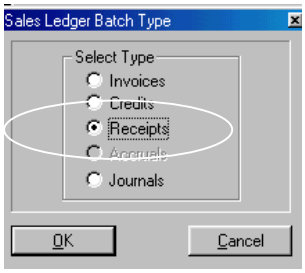
Credit Note Batch Completion to confirm the results obtained at the end of processing

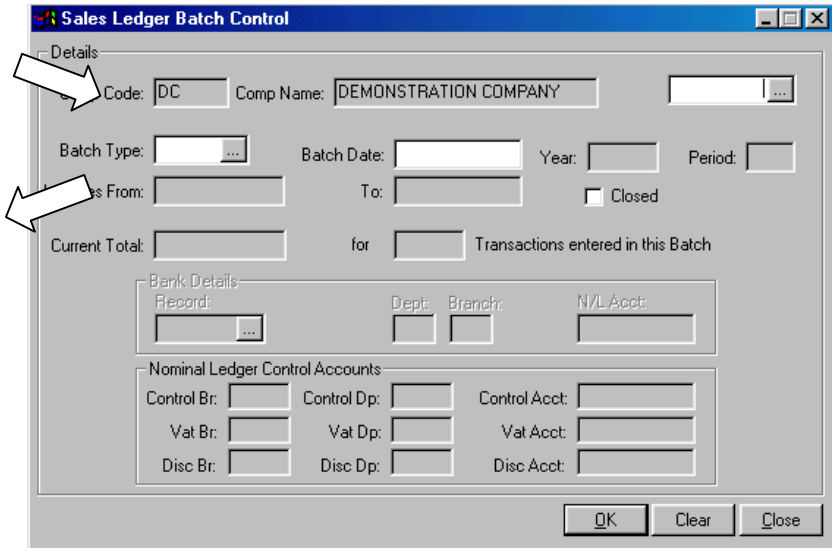
Allocate Credit Notes If you were unable to allocate a credit note while in the Credit Note Entry screen, the unallocated amount would be entered into the Suspense Account automatically.

See ALLOCATIONS ……..

To Access - Receipts Entry
From the Sales Ledger *Main Menu* – open *Item Batch Entry*, and *click* on the 'Batch Type' drop down menu

Batch Type Options





Batch Type : Use the drop down menu to search for the required Sales Ledger Batch Type,

[Invoices] [Credits] [*Receipts*] [Journals] & *click* OK

In this example, select Receipts, and *click* OK to continue.

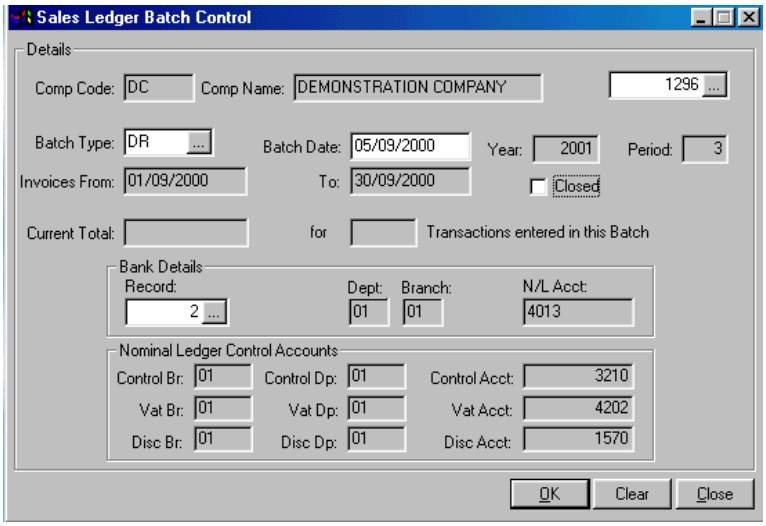
3.1.5 Receipts Entry

This Module is used to enter all payments received from debtors

Batch Control Screen

Note:
The Receipt Batch number is generated automatically upon completion of the form.

If you try to access a batch already in use by another user, a warning message will be displayed and you will not be able to continue.



Batch Number: When creating a *NEW* batch, the next sequential number will be allocated upon completion of the form. To enter an *EXISTING* batch, enter the batch number if known or use the drop down menu to search through the file

Batch Date: Enter a valid date (as defined in the G/L Company file) The Batch Date determines the period in which *ALL* transactions in this batch will be posted to. The period chosen *MUST* be open for existing companies.

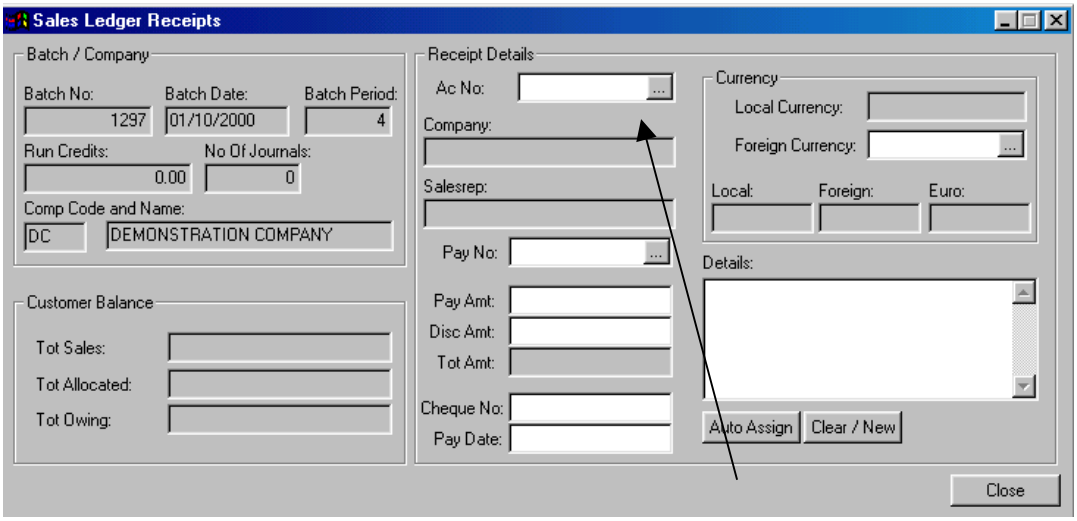
On entering the Batch Date, much of the primary information required for this transaction will be displayed automatically, including the Credit (journal) Number, accounting period, the current total and number of Credit notes in this batch, as well as Nominal Ledger Control Accounts information etc (see above)

Bank Account: The Bank Account details will display (as per the G/L Master Files), or use the drop down menu to search the files if an alternative is required

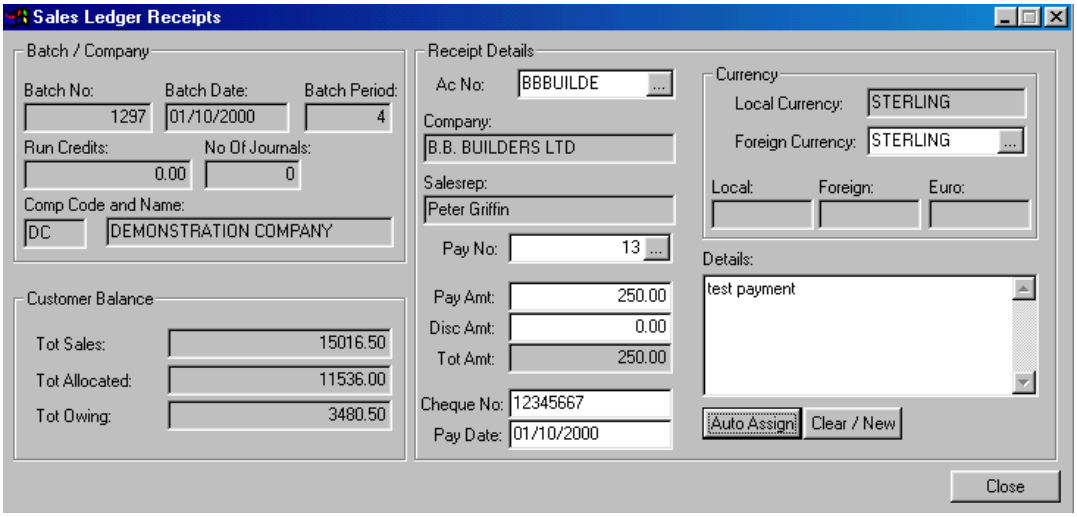
Batch Closed: If this is a NEW batch or you are returning to an EXISTING batch, the batch needs to be open *(no 'tick')*. If you wish to CLOSE an existing batch, *click* on the box *('displays tick')*

Click OK to open the Sales Ledger Credit Entry screen

From the Batch Control Screen, the Receipt Batch Entry screen will be displayed including batch number, date and period etc



Account Number Enter a valid customer account code, or use the drop down menu to search the Customer Account Code records, double click on the selection, or *click* OK to enter the number. The customer name will display for verification.



Customer Balance The total sales value, total allocated and the total owing against the account to date, will be displayed automatically

Payment Number A payment receipt number will be allocated automatically

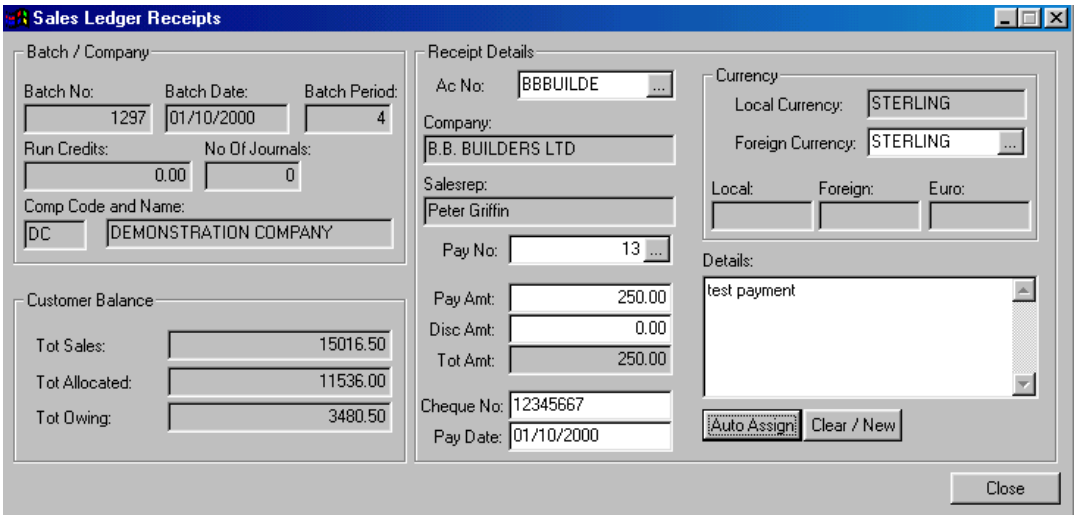
This screen will allow the user to enter relevant information necessary to print the bank account reports

Receipt Payment No. The next sequential number will be allocated upon completion of this screen

Payment Amount Enter the payment amount

Discount Amount Enter a discount amount if required

Total Amount The total payment amount will be calculated and displayed



Cheque Number Enter the cheque number

Payment Date Enter a valid receipt date (as per G/L Period master File)

Details Enter any necessary information you wish to have in the Bank Account file, for example, the credit card number, cash payment etc;

Auto/Assign When completed click on Auto/Assign to go to the receipts allocation screen which allows the user to select the invoices to allocate the receipt amount against

This screen allows the user to select the invoices to allocate the receipt amount
Against and it also shows all of the unpaid invoice relevant to this account number

Customer Code Displayed automatically

Customer Name Displayed automatically

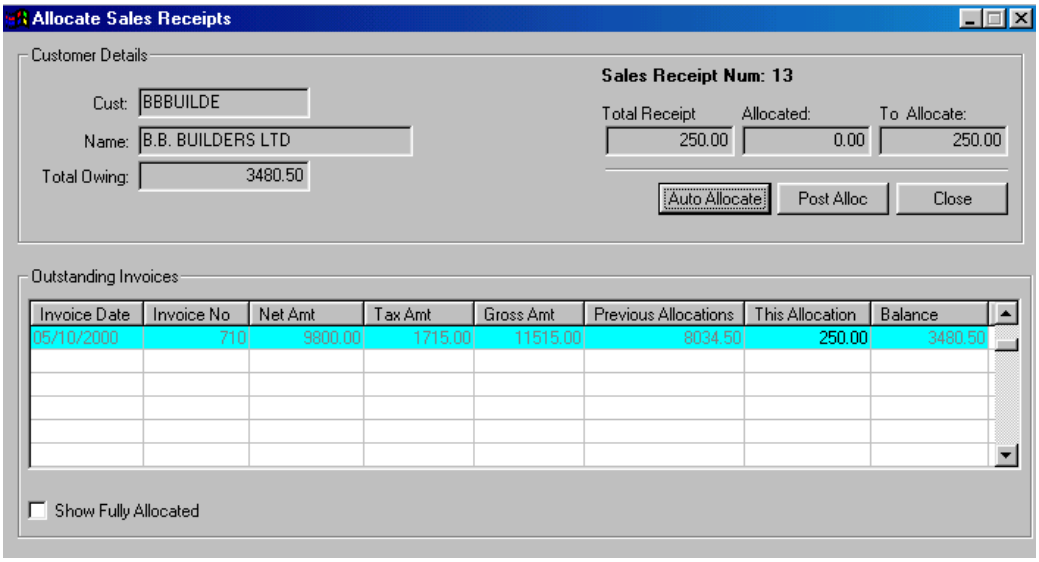
Receipt Number Displayed automatically

Total OwingDisplayed automatically

Total Receipt The total amount of this receipt - Displayed automatically

Allocated The amount allocated - Displayed automatically

To Allocate The amount left to allocate - Displayed automatically



The details of all of the outstanding invoices will be listed, one of which will be highlighted as though selected to allocate the payment against. If this is correct (as this example) click on to *'Auto/Allocate'* to enter the Total Receipt value against this invoice. Or enter the appropriate proportion against this and or other invoices.

The amounts *Allocated* and *To be Allocated* and the outstanding invoice balances, will adjust automatically, click on Post Allocation (Post Alloc) when ready to post.

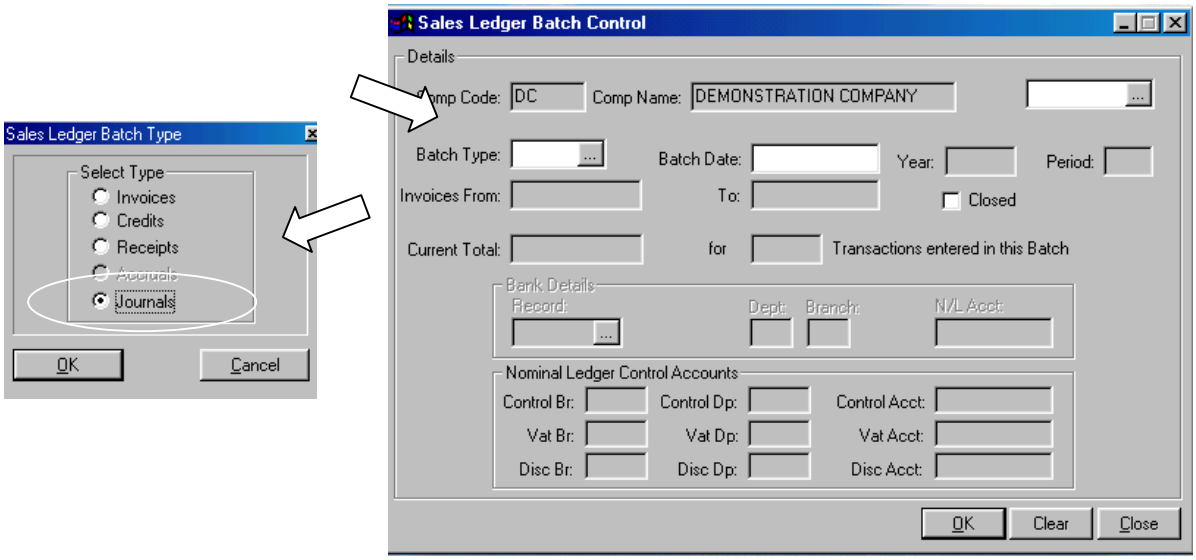
Receipt Posting If you do not post the payment to any of the invoices the amount will go to the Suspense Account and will be displayed in the 'To be Applied' field of the screen

To Allocate This will show any remaining amount yet to be posted from the 'Total Receipt'

Allocated: This will show the amount that has been allocated/applied.

3.1.6 Journals Entry

To Access - Journal Entry
From the Sales Ledger *Main Menu* – open *Item Batch Entry*, and 'click' on the 'Batch Type' drop down menu



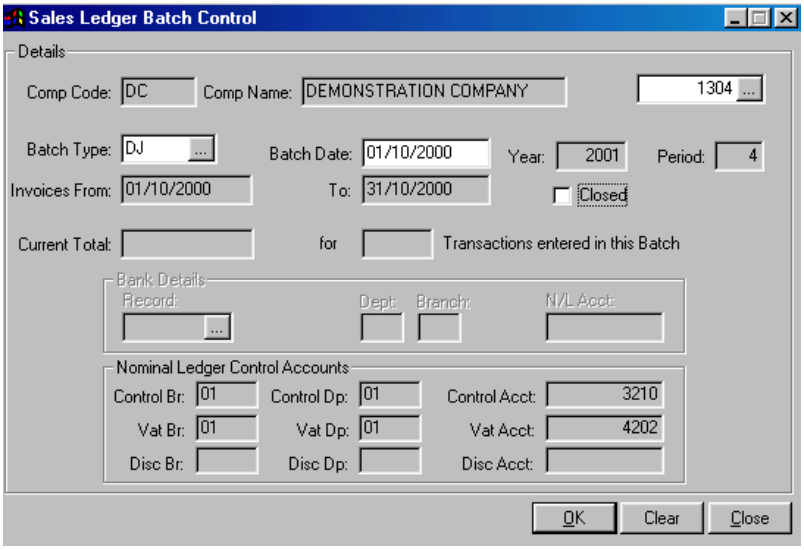
Batch Type : Use the drop down menu to search for the required Sales Ledger Batch Type, [Invoices] [Credits] [Receipts] *[Journals]* & 'click' OK.

In this example, select Journals, and *click* OK to continue:

COMMERCIALLY CONFIDENTIAL

This Module is used to make journal entries in batches or individually

Batch Control Screen



Note:
The Receipt Batch number is generated automatically upon completion of the form.

If you try to access a batch already in use by another user, a warning message will be displayed and you will not be able to continue.

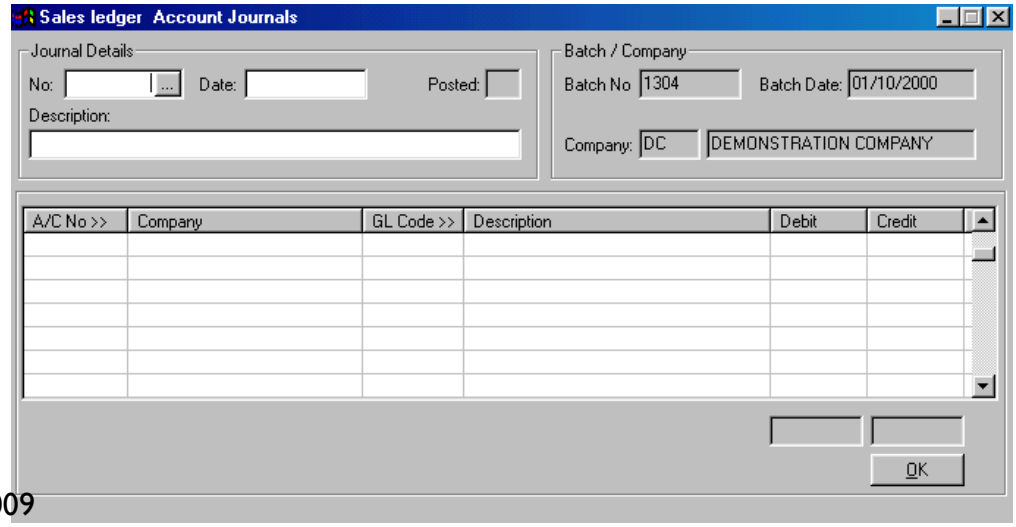
Batch Number When creating a *NEW* batch, the next sequential number will be allocated upon completion of the form. To enter an *EXISTING* batch, enter the batch number if known or use the drop down menu to search through the file

Batch Date Enter a valid date (as defined in the G/L Company file) The Batch Date determines the period in which *ALL* transactions in this batch will be posted to. The period chosen *MUST* be open for existing companies.

On entering the Batch Date, much of the primary information required for this transaction will be displayed automatically, including the Credit (journal) Number, accounting period, as well as Nominal Ledger Control Accounts information etc;
(see above)

Click OK to open the Sales Ledger Account Journal screen.

From the Batch Control Screen, the Account Journal screen will be displayed and will include the batch number, date, period etc



Journal Details No If making a new journal entry, a journal number will be generated automatically, if opening an existing entry, use the drop down menu to search the files.

Date Enter a valid date (as per the G/L Period Master File)

A/C No Enter a customer account number or use the drop down menu to search the debtor files, select and enter. The name of the *Company* will display automatically

GL Code Enter an appropriate *G/L Dissection Code* or use the drop down menu to search the file, select and enter. The *Description* will display automatically.

Debit/Credit Enter the amount to be debited or credited in the appropriate column

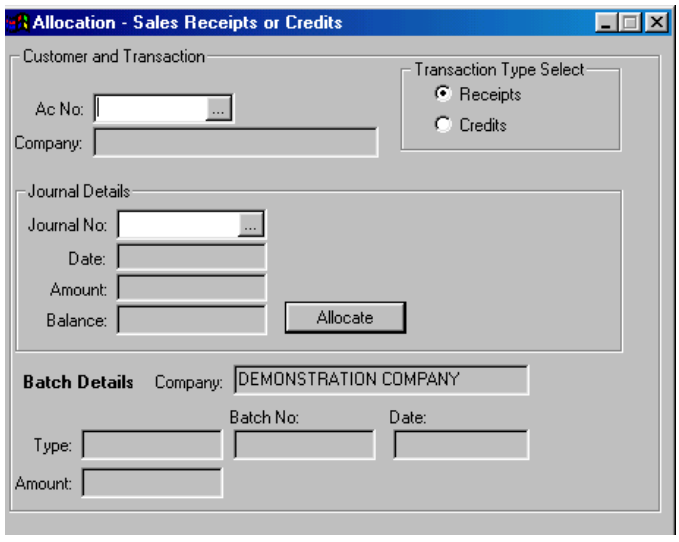
Repeat the above in the next line ensuring that the debit and credit columns balance. The column totals will be displayed in the boxes at the bottom.

3.1.7 Allocations

This module is used to allocate cash receipts or credits to an invoice or to un-allocate them from an invoice.

To access ' Allocations ' select 'Item Batch Entry' from the Main Menu bar which opens a sub menu - click on '*Allocations*' to open the 'Allocate Cash Receipts' screen.

Allocations
Allocate a receipt or credit to an invoice

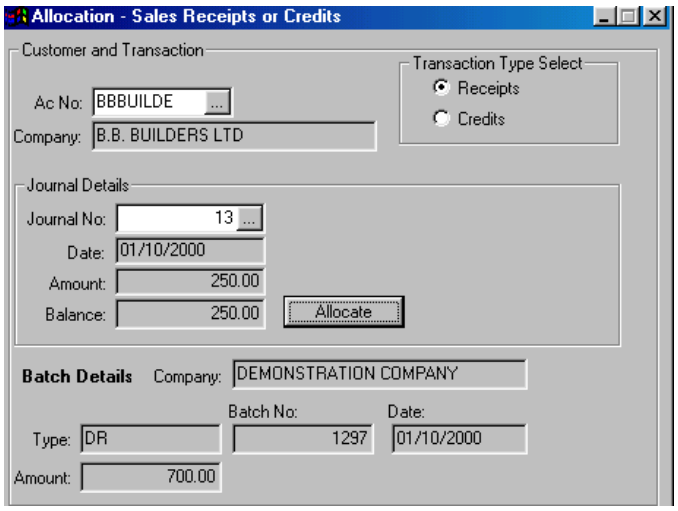


Account Number Enter the account code for this debtor, or use the drop down menu to search through the file if required. The Company name and code will be displayed automatically

Receipts/Credits *Click* on Receipts or Credits as required

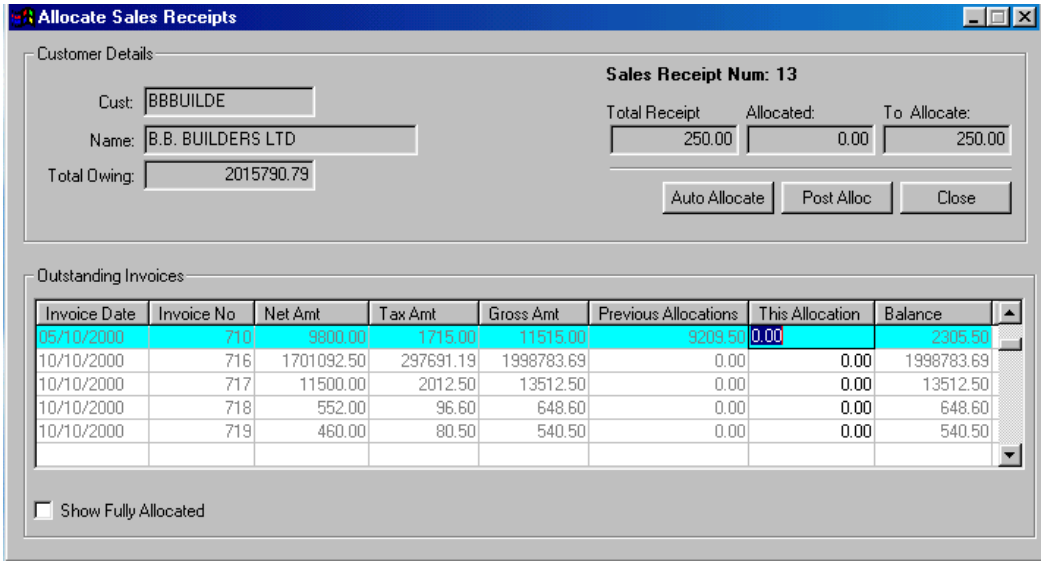
Journal Number Enter a valid Journal number or use the drop down menu to search the files for the item to be allocated.

On Completion
The date and amount of the item will automatically be displayed The batch type, number, amount and date will also display for verification



Allocate: *Click* on Allocate' to open the Sales Receipts screen

This screen will automatically display the receipt details and list the outstanding invoices related to the account selected. (see example below)


Allocate Sales Receipts
Customer Details
Cust: BBBUILDE
Name: B.B. BUILDERS LTD
Total Owing: 2015790.79
Sales Receipt Num: 13
Total Receipt 250.00
Allocated: 0.00
To Allocate: 250.00
Auto Allocate
Post Alloc
Close
Outstanding Invoices
Invoice Date | Invoice No | Net Amt | Tax Amt | Gross Amt | Previous Allocations | This Allocation | Balance
05/10/2000 | 710 | 9800.00 | 1715.00 | 11515.00 | 9209.50 | 0.00 | 2305.50
10/10/2000 | 716 | 1701092.50 | 297691.19 | 1998783.69 | 0.00 | 0.00 | 1998783.69
10/10/2000 | 717 | 11500.00 | 2012.50 | 13512.50 | 0.00 | 0.00 | 13512.50
10/10/2000 | 718 | 552.00 | 96.60 | 648.60 | 0.00 | 0.00 | 648.60
10/10/2000 | 719 | 460.00 | 80.50 | 540.50 | 0.00 | 0.00 | 540.50
Show Fully Allocated

Total Receipt Displays the total receipt amount available for allocation

Allocate From the Outstanding Invoices, select the invoice to which the receipt will be allocated (the line will become highlighted) and in the column headed *'This Allocation'*, enter the amount to be allocated to that invoice (It cannot be more than the amount remaining in the 'Balance to Pay' column). The amount allocated will show in the 'Allocated' field, and the balance (if the amount allocated is *less* than the total receipt), will display in the *'To Allocate'* field.

Auto Allocate Select the invoice to which the receipt will be allocated, *click* onto Auto Allocate and the total receipt will be allocated to the highlighted invoice

Post Allocate When the entry's are completed *click* onto Post Allocate to post the receipt, the balances will be amended automatically

notes: If you are unable to apply the credit, for example if the invoice is not displaying, *click* on Close, the amount will be applied to the Suspense Account. To change any details of the receipt, *click* on Close to go back to the batch header and make the changes on that screen.

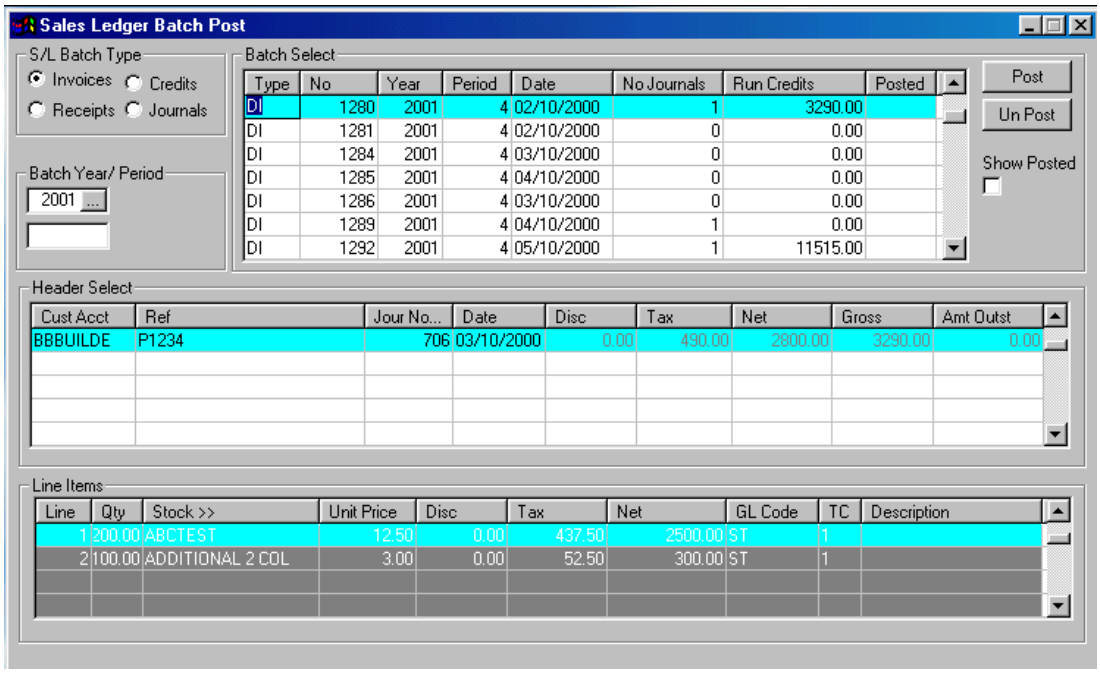
3.2 Post To Nominal Ledger

This module allows the user to post from the one screen, Invoices, Credits, Receipts and Journal entries yet to be posted to the Sales Ledger.

S/L Batch Type Select and *click* onto the batch type required Invoices / Credits / Receipts / Journals

Batch Year Enter the batch year by using the drop down menu and selecting from the file

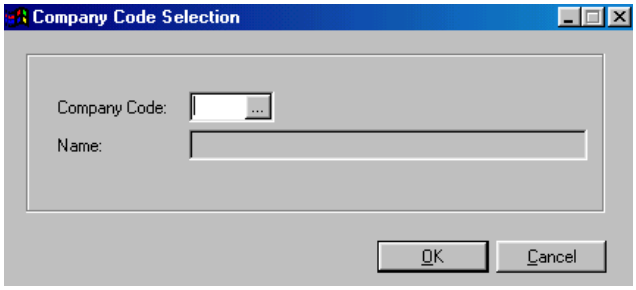
The screen will display the batches of the type and year selected (see below)


Sales Ledger Batch Post
S/L Batch Type
Invoices
Credits
Receipts
Journals
Batch Year/ Period
2001
Batch Select
Type No Year Period Date No Journals Run Credits Posted
DI 1280 2001 4 02/10/2000 1 3290.00
DI 1281 2001 4 02/10/2000 0 0.00
DI 1284 2001 4 03/10/2000 0 0.00
DI 1285 2001 4 04/10/2000 0 0.00
DI 1286 2001 4 03/10/2000 0 0.00
DI 1289 2001 4 04/10/2000 1 0.00
DI 1292 2001 4 05/10/2000 1 11515.00
Post
Un Post
Show Posted
Header Select
Cust Acct Ref Jour No... Date Disc Tax Net Gross Amt Outst
BBBUILDE P1234 706 03/10/2000 0.00 490.00 2800.00 3290.00 0.00
Line Items
Line Qty Stock >> Unit Price Disc Tax Net GL Code TC Description
1 200.00 ABCTEST 12.50 0.00 437.50 2500.00 ST 1
2 100.00 ADDITIONAL 2 COL 3.00 0.00 52.50 300.00 ST 1

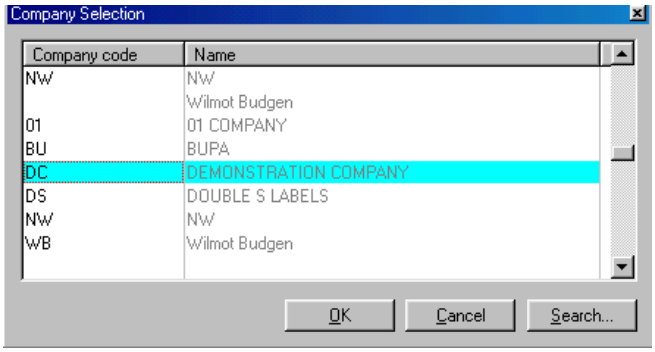
3.3 Company Code Selection

On first opening the Sales Ledger Program the user is automatically presented with the Company Code Selection screen.

Should the user wish to change to a different company name whilst working in the Sales Ledger program, this may be done by selecting *Company Code Selection* from the Entry Program Menu to display this screen again.



Enter a valid Company Code up to 2 characters long or use the drop down menu to search the Company Code File and select an alternative company code number.



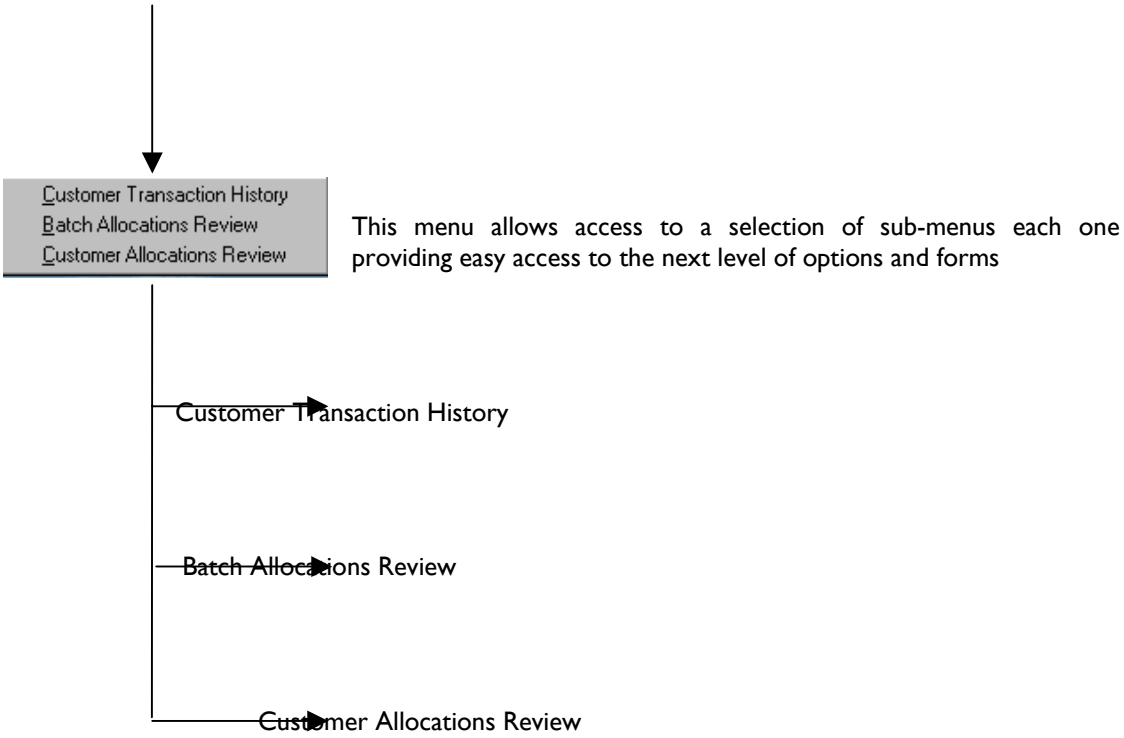
Highlight the selection and the company name will display automatically for verification if the company cannot be seen on the screen, scroll up or down or use the Search facility.

Click OK to continue.

4 Review Programs

From the Main Menu select and *'Click'* on Review Programs

Review Programs



This menu allows access to a selection of sub-menus each one providing easy access to the next level of options and forms

The following pages will take the user through the 'Review Programs' **step by step**

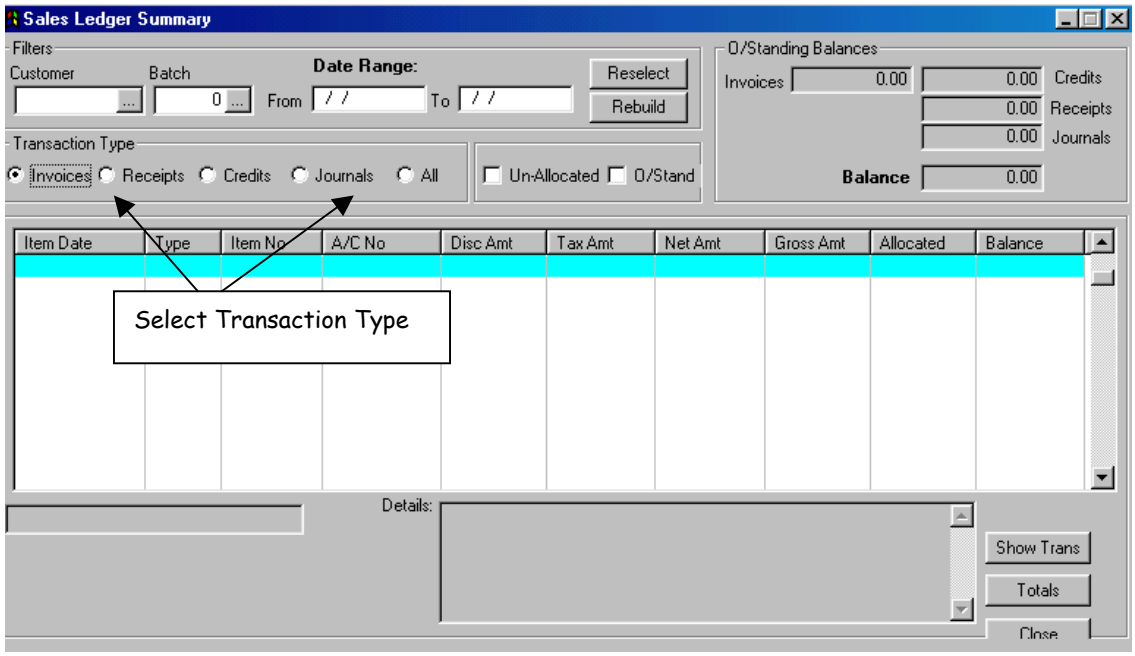
4.1 Customer Transaction History

This module allows the user to display and review the transactions of an individual, or all customers in any given period.

Company Code The company code and name will be the one selected on opening the sales ledger, if you wish to change this, go to *Entry Programs – Company Code Selection* – and reselect

4.1.1 Sales Ledger Summary

Sales Ledger Summary Screen



Transaction Type Allows the user to select the type of transaction required by *clicking* on the circle alongside the type:

[Invoices] [Receipts [Credits] [Journals] [All transactions]
of which select [Un-Allocated] or [Outstanding]

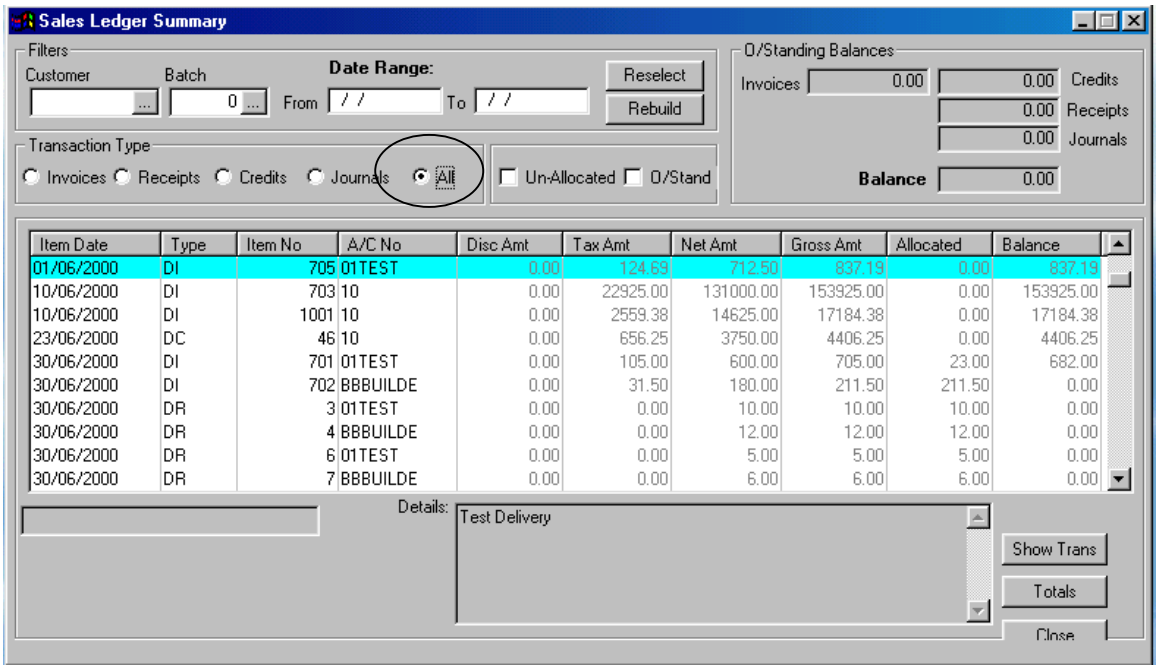
Customer Code Enter the account code for the debtor, or use the drop down menu to search through the customer file if necessary

Batch Number Enter the batch number required or use the drop down menu to search the batch number file if necessary

Date Range Enter the batch date range 'From' and 'To' if required, the transactions of the type and period for the customer selected will be displayed

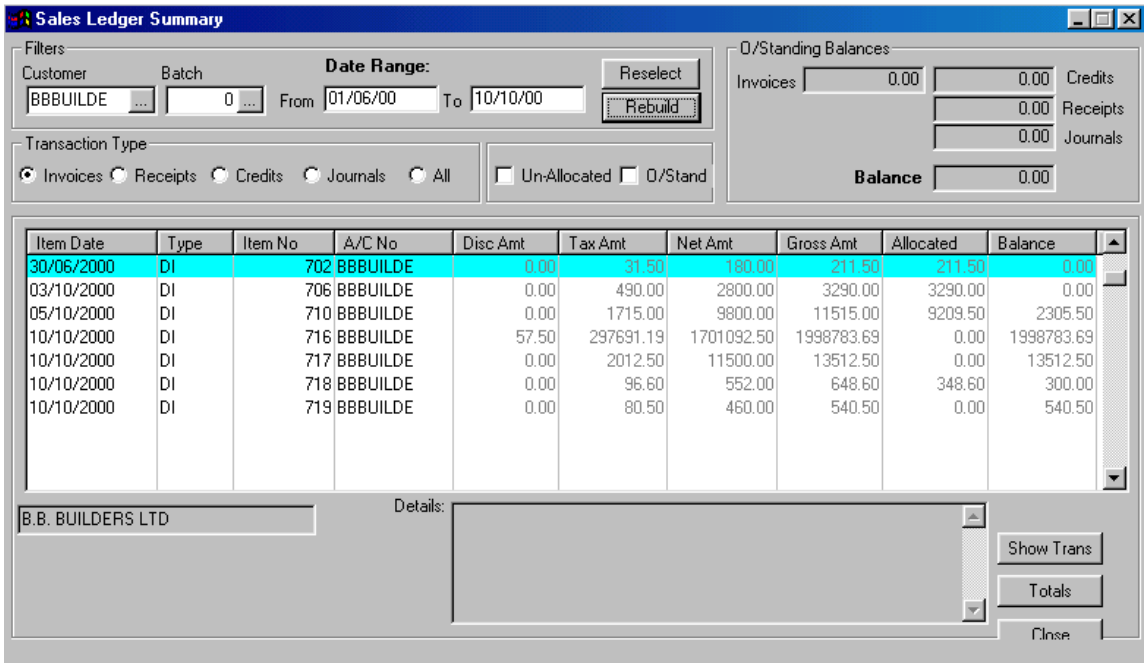
Rebuild To review a different criteria for the same customer, enter a new set of details, batch, date range etc; and *click* on Rebuild, the information based on the revised entry will be displayed

Reselect *Click* on Reselect to enter a new enquiry

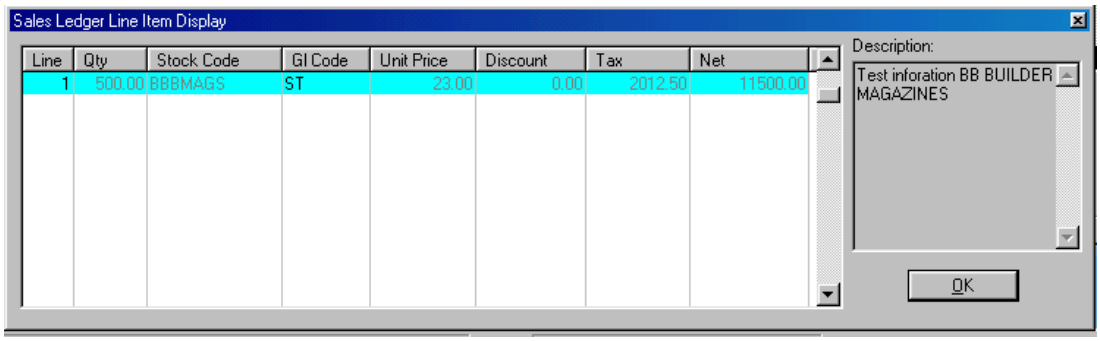


The above shows a screen display when ALL transactions have been selected

The example shown below displays the *Invoice* transactions of a customer (BB Builders) during the period from *01/06/00 until 10/10/00*. If required, by *clicking* onto another transaction type (Receipts, Credits etc;) and *Rebuild*, the new type will be displayed for that customer and date range.


Sales Ledger Summary
Filters
Customer
Batch
Date Range:
BBBUILDE
0
From 01/06/00
To 10/10/00
Reselect
Rebuild
Transaction Type
Invoices Receipts Credits Journals All
Un-Allocated O/Stand
O/Standing Balances
Invoices 0.00
0.00 Credits
0.00 Receipts
0.00 Journals
Balance 0.00
Item Date | Type | Item No | A/C No | Disc Amt | Tax Amt | Net Amt | Gross Amt | Allocated | Balance
30/06/2000 | DI | 702 | BBBUILDE | 0.00 | 31.50 | 180.00 | 211.50 | 211.50 | 0.00
03/10/2000 | DI | 706 | BBBUILDE | 0.00 | 490.00 | 2800.00 | 3290.00 | 3290.00 | 0.00
05/10/2000 | DI | 710 | BBBUILDE | 0.00 | 1715.00 | 9800.00 | 11515.00 | 9209.50 | 2305.50
10/10/2000 | DI | 716 | BBBUILDE | 57.50 | 297691.19 | 1701092.50 | 1998783.69 | 0.00 | 1998783.69
10/10/2000 | DI | 717 | BBBUILDE | 0.00 | 2012.50 | 11500.00 | 13512.50 | 0.00 | 13512.50
10/10/2000 | DI | 718 | BBBUILDE | 0.00 | 96.60 | 552.00 | 648.60 | 348.60 | 300.00
10/10/2000 | DI | 719 | BBBUILDE | 0.00 | 80.50 | 460.00 | 540.50 | 0.00 | 540.50
B.B. BUILDERS LTD
Details:
Show Trans
Totals
Close

Transaction Details: More details of any item may be displayed by selecting an item (highlight it)


Sales Ledger Line Item Display
Line | Qty | Stock Code | GI Code | Unit Price | Discount | Tax | Net
1 | 500.00 | BBBMAGS | ST | 23.00 | 0.00 | 2012.50 | 11500.00
Description:
Test inforation BB BUILDER MAGAZINES
OK

double clicking on to the highlighted line or *click* on *Show Transaction* to open a detailed screen of that individual transaction (see below)

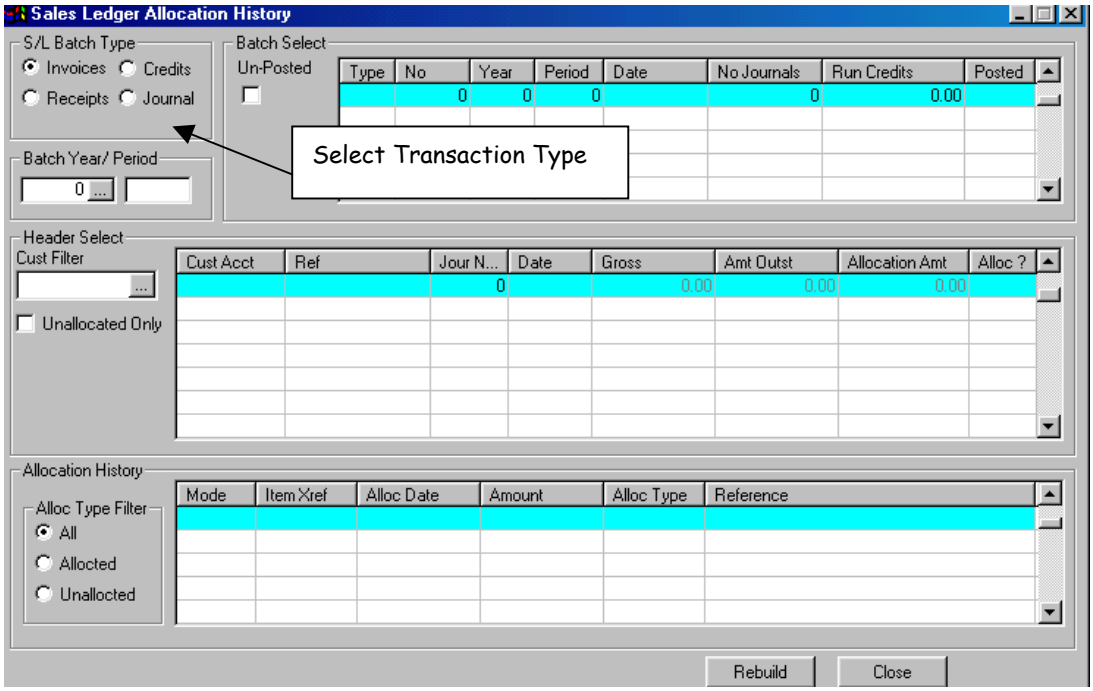
Click OK on the Item Display to return to the summary display screen

4.2 Batch Allocations Review

This module is used to enquire against a company's batch transactions. Batches for each Invoice, Credit, Receipt or Journal entry will be listed

Company Code The company code and name will be the one selected on opening the sales ledger, if you wish to change this, go to *Entry Programs – Company Code Selection* – and reselect

Allocation History Screen

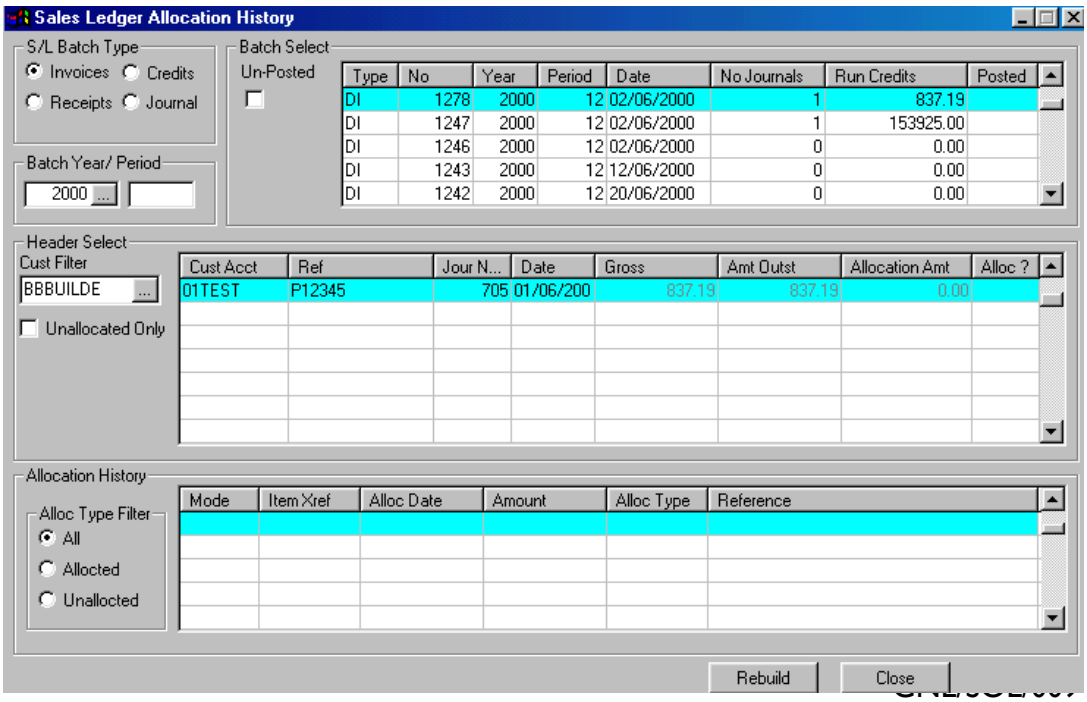


Batch Year Enter the batch year, the transactions of the type and period for the customer selected will be displayed

Customer Filter Enter the account code for the debtor, or use the drop down menu to search through the customer file if necessary

Allocation History Select the Batch Allocation Type to be displayed from the range selected. *All* batches or those batches *Allocated* or *Unallocated*

All of the information regarding the batch selected will be displayed as the following example



Rebuild To review a different criteria for the same customer, enter a new set of details, batch, year, etc; and *Click* on Rebuild, the information based on the revised entry will be displayed.

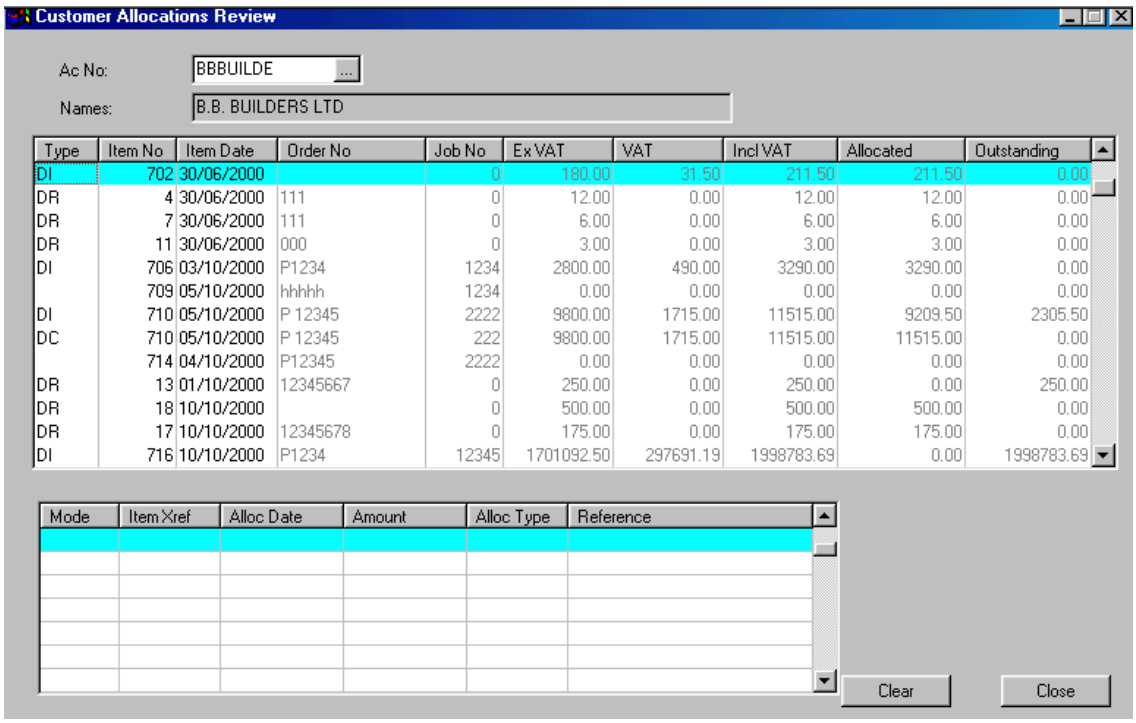
Click on Close to return to the Sales Ledgers Display Menu.

4.3 Customer Allocations Review

This Module allows the user to examine all allocations related to an individual customer.

Company Code The company code and name will be the one selected on opening the sales ledger, if you wish to change this, go to *Entry Programs – Company Code Selection* – and reselect

Customer Allocation Review Screen



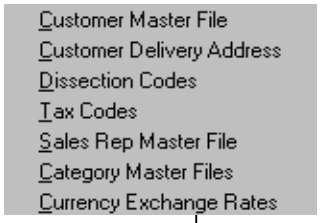
Customer Ac No Enter the account code number for the debtor, or use the drop down menu to search through the customer file if necessary

All items Allocated under that account number will be displayed in detail (see above example)

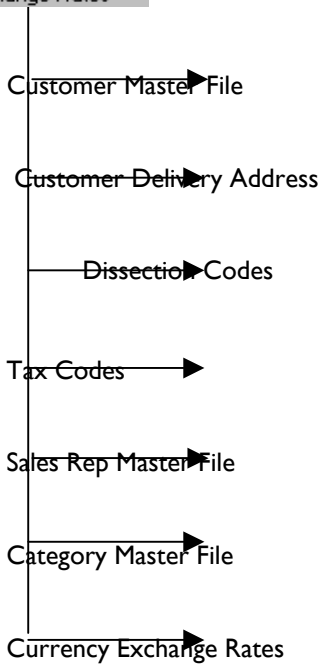
Review New Ac *Click* onto Clear to enter and review a new customer or Close to return to the Sales Ledger Main Menu.

5 Master File Entry

Master File Entry



This menu allows access to a selection of sub-menus each one providing easy access to the next level of options and forms

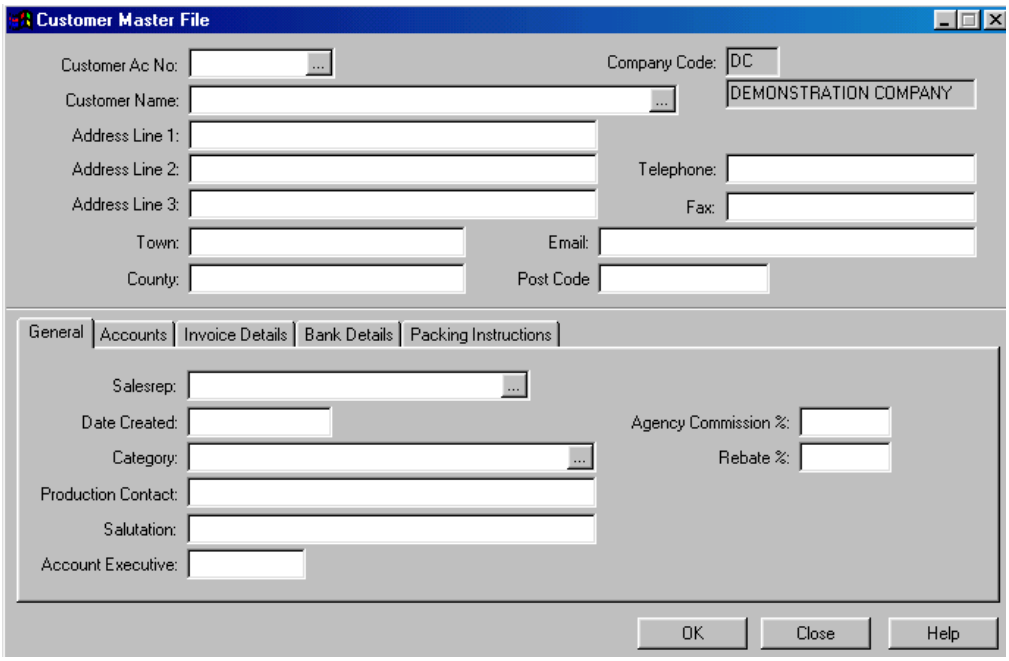


The following pages will take the user through the 'Master File Entry' Programs **step by step**

5.1 Customer Master File

This module is used to add and modify debtors details, which will be used in the Accounts Receivable System. The debtors name, address and terms of payment information etc; may be entered using this program.

From the Master File Entry menu, select and *click* onto Customer Master File to open the Screen (shown below)



Customer Account No Enter a unique code of up to 8 characters to identify this debtor, this can be alphabetical or numerical or a combination. If modifying information relating to an existing customer, enter that customers code or use the drop down menu to search through the customer file

Customer Name Enter the debtors name using up to 40 characters, or use the drop down menu to search for an existing customer name

Address Line 1 Enter the customers head office (invoice) address including post code etc

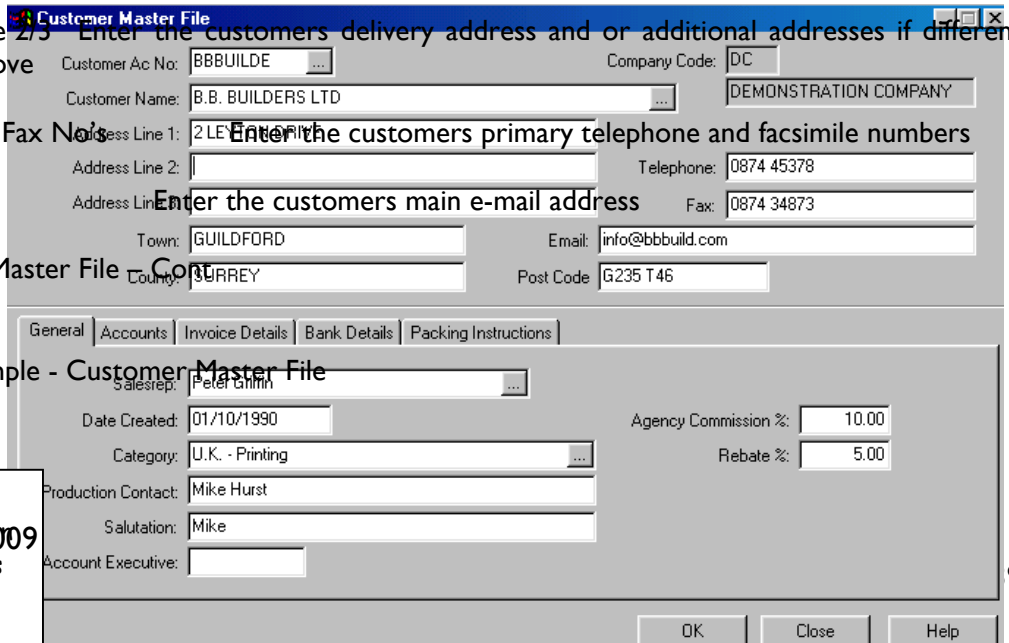
Address Line 2/3 Enter the customers delivery address and or additional addresses if different from the above

Telephone / Fax No's Enter the customers primary telephone and facsimile numbers

E-Mail Enter the customers main e-mail address

Customer Master File – Cont.

Example - Customer Master File



Further information Entry tabs Displaying General

Further details are added or modified from the main screen by *clicking* on the appropriate tabs, [General] [Accounts] [Invoice Details] [Bank Accounts] [Packing Details]

General
Sales Rep Enter the name of the Sales Representative managing this account or use the drop menu to search through the file

Date Created Enter the date that the account is created

Category Use the drop menu to search through the Master Category file, select and enter a category (local govt/retail/utitlities etc

Production Contact Enter the name of the appropriate person

Salutation Enter the salutation for the above person

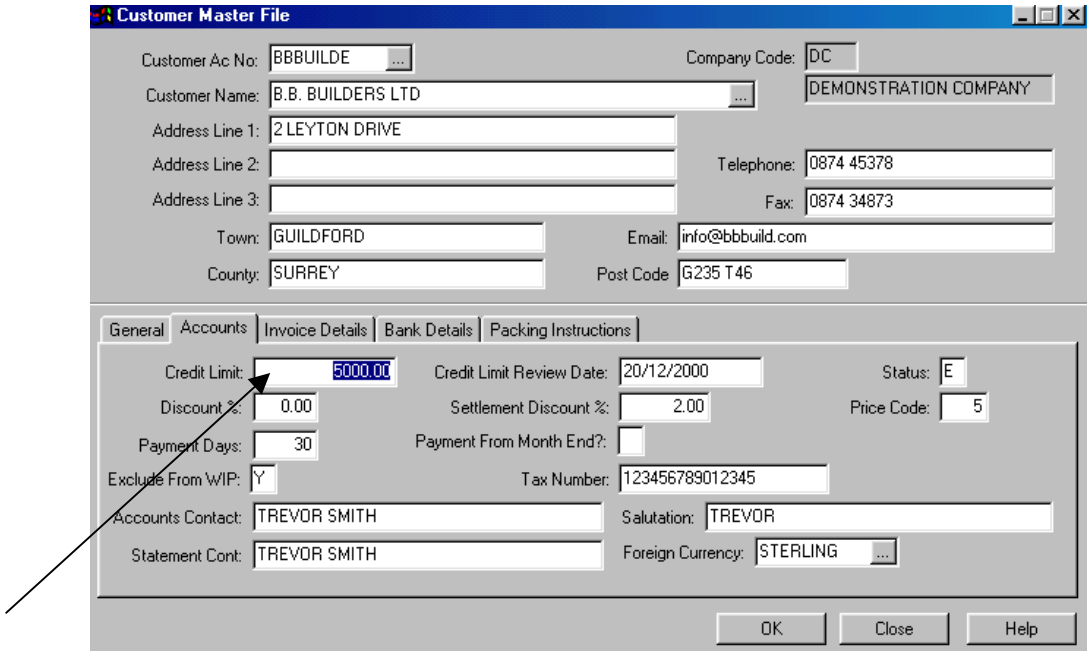
Account Executive Enter the name of the account executive to this customer

Agency Commission Enter the amount of agency commission if applicable

Rebate Enter the amount of rebate payable, if applicable

Click on Accounts to continue the customer master entry's

Screen Showing Accounts Entry Tab



Credit Limit/ Review Date Enter customers credit limit and review date if applicable

Status Enter the A,B,C,D or E in accordance with the status of this debtor

Discount / Settlement Discount Enter customers discount s if applicable

Price Code This field refers to the Margins File of the Solprint Estimating Program, enter the price code within the margins levels of the above file if appropriate

Payment Days/month end ? Enter payment terms in days from date of invoice or *click* on payment from month end 'tick' box if applicable

Exclude from WIP Click on this field if customer accounts exclude work in progress

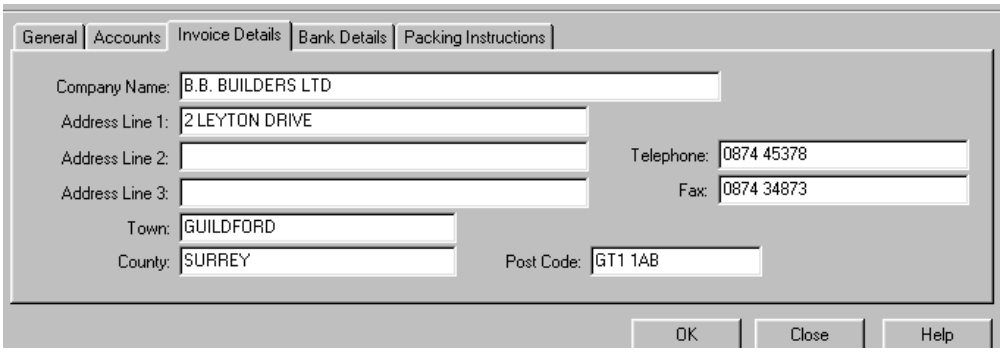
Tax Number Enter the customers tax exemption number if applicable

Contact/Salutation Enter the accounts contact name and salutation details

Statement Contact Enter the statement contact name

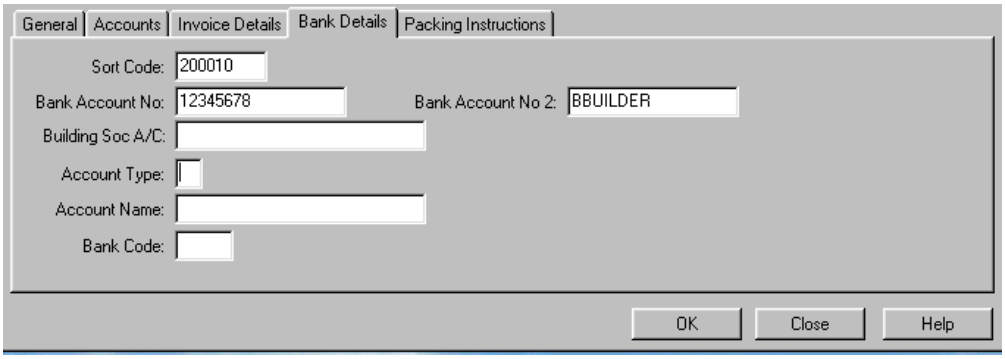
Foreign Currency Enter the default currency for this customer

Screen Showing Invoice Details Entry Tab



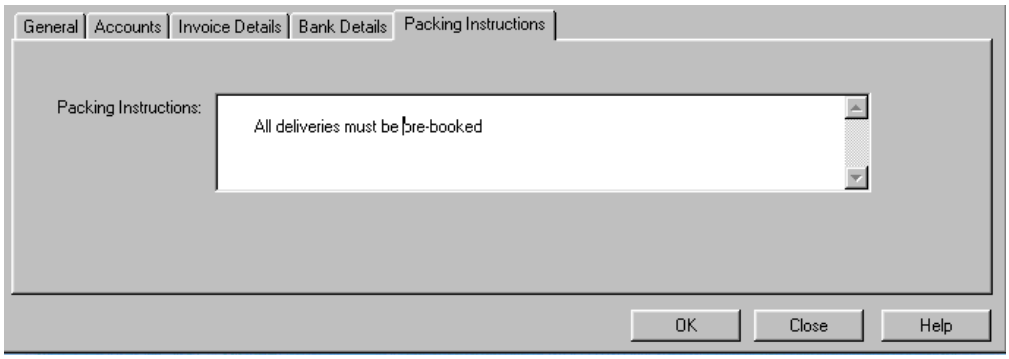
Company Name/Address Enter the customer invoicing address details

Screen Showing Bank Details Entry Tab



Bank Details Enter customers bank details if required

Screen Showing Packing Instructions Entry tab

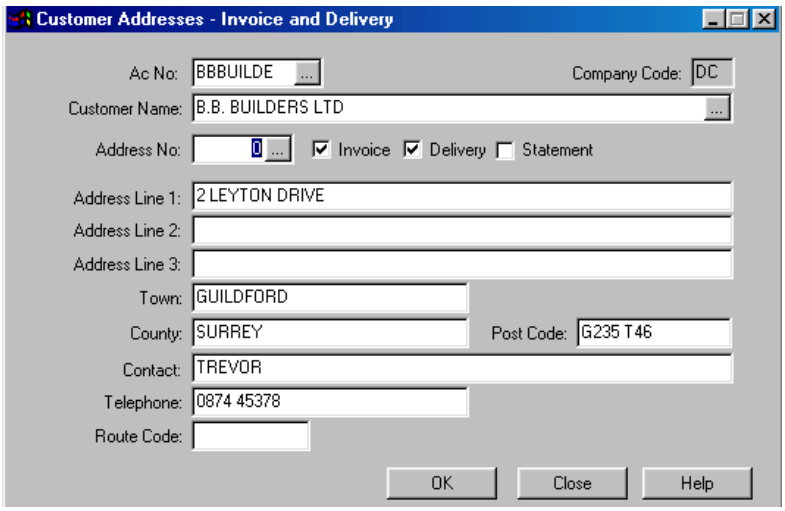


Packing Instructions	Enter any delivery or packing information

5.2 Customer Address File

This module is used to add and modify the addresses of the various business locations.

Note: In order to enter an address, a debtor must have been set up in the Sales Ledger Master File, Customer Master File.



Account Code Enter the account code for this debtor or use the drop down menu to search through the debtor file if required. The customer name will display automatically

Address No Enter the address number from 0 to 999. If the address already exists the information will be displayed. To enter a new address, a number which has not already been used must be entered.

Location *Click* onto the 'tick' box which applies to the entry, where the Invoice, Delivery or Statement will be sent to

Address Enter the debtors address and post code that relates to the entry

Contact Enter the name of the person to contact at this location

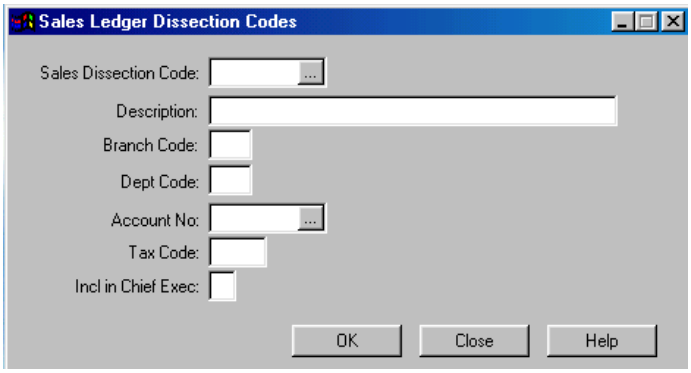
Telephone Number Enter the telephone number for this location

Click OK to complete this entry

5.3 Dissection Codes Master File

This module is used to assign General Ledger Dissection Codes to General Ledger Accounts. During invoice entry, the user will assign a G/L code to each line item. If the General Ledger is interfaced with Accounts Receivable, the amounts associated with each line item may be used to update the appropriate General Ledger Account at a later date in the form of a report etc

Dissection Codes - example screen



Sales Dissection Code Enter a G/L code of up to 2 characters. If the G/L code already exists, the rest of the information will display automatically. Use the drop down menu to search the files if required.

Description Enter a description of the dissection code usinbg up to 30 characters. This description will display when invoicing.

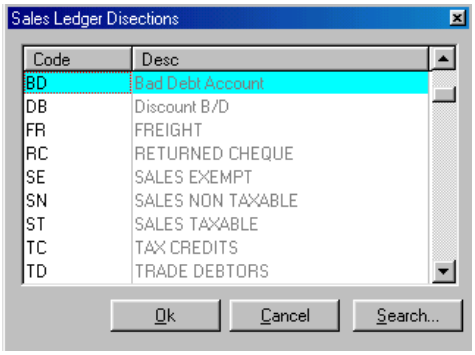
Branch/Dept/Acct No Enter the branch code, department code and account number to be updated. If Accounts Receivable is interfaced with the General Ledger, this account MUST be set up in the General Ledger.

Tax Code This field determines wether tax is entered in the invoice and credit note entry

If there is a default tax code, that will be displayed in the above programs

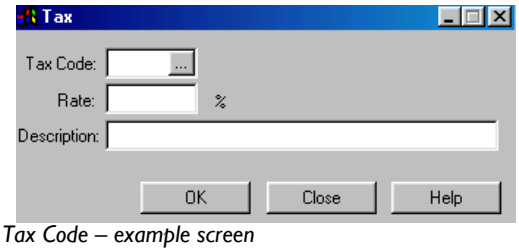
Example

Drop down menu showing a dissection code file



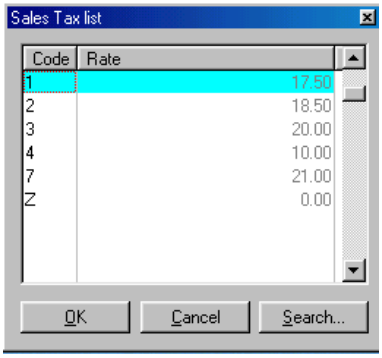
5.4 Tax Codes Master File

This program is used to add, modify and delete the Sales Tax Codes used during invoicing. Each Tax Code is assigned a sales tax percentage by the user



Tax Code – example screen

Drop Down Menu - example



e.g

Code	**Rate**
1	17.50
	(17.5%)

Tax Code Enter a Sales Tax Code of 1 character. If the code already exists, the percentage will display automatically. Otherwise use the drop down menu to search the file if necessary

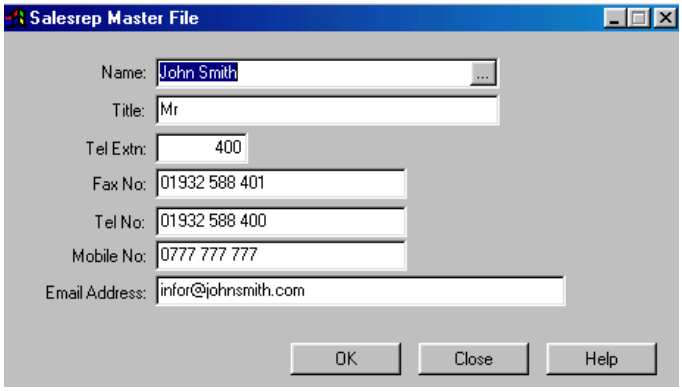
Percentage Enter a value for the percentage sales tax relating to this code

Description Enter a description for this entry if not already entered

5.5 Sales Representative Master File

This program is used to add, modify and delete the names of customer account managers and representative. Each customer account has the option to enter this information for reporting information purposes

Sales Rep – example screen

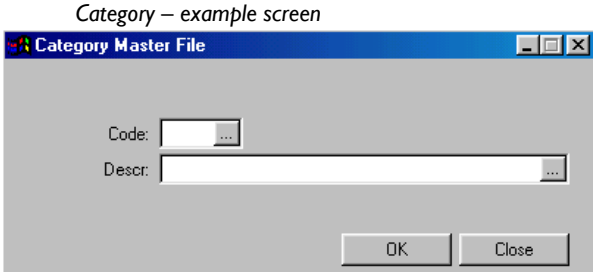


Enter the details of the sales representative as required, *click* OK and Close to continue.

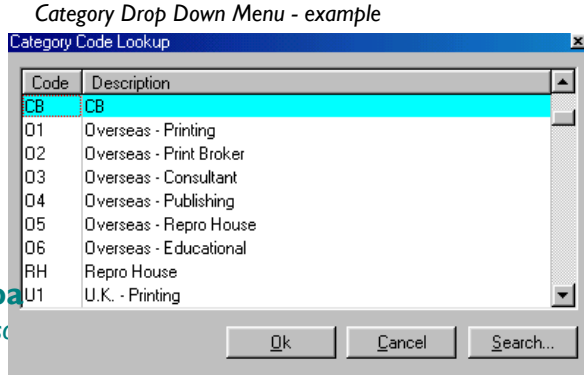
5.6 Category Master File

This program is used to add, modify or delete descriptions of category appropriate to a customer. Each customer account has the option to enter this information for reporting information purposes

Category – example screen



Category Drop Down Menu - example



i·teba
creative e·s

Code Enter a Sales Category Code of up to 2 characters. If the code already exists, the description will display automatically. Otherwise use the drop down menu to search the file if necessary and the search button facility if required.

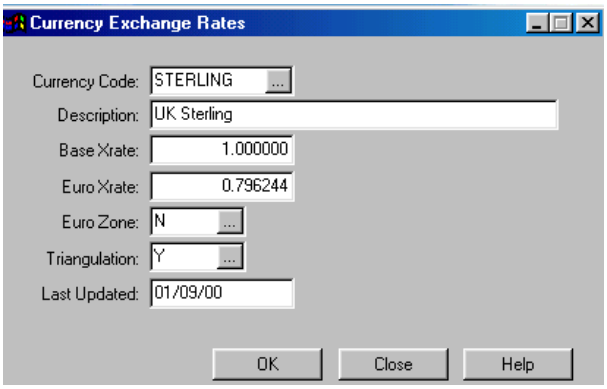
Description Enter a description for this entry if not already entered.

Click OK when completed.

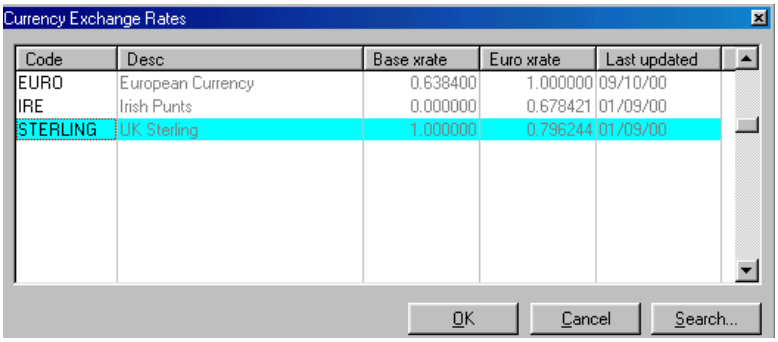
5.7 Currency Exchange Rate

This module is used to enter and amend the default currency used in the Sales Ledger with the option of two further currency's for comparison, such as Sterling and Euro, or use. Each customer account requires at least one of these currency's to be entered in their master file

Currency Exchange Rate – example screen



Currency Code Drop Down Menu - example



Code Enter a Code of up to 8 characters. If the code already exists, the description will display automatically. Or use the drop down menu to search the file if necessary and the search button facility if required

Description Enter a description for this entry if not already entered

Base Rate Enter the base rate of the default currency as ' 0.00'

Exchange Rate Enter an exchange rate for the alternate currency against the base rate

Euro Zone Select 'Y' (yes) 'N' (no) as required

Triangulation Select 'Y' (yes) 'N' (no) as required

Last Updated Enter the date of any changes

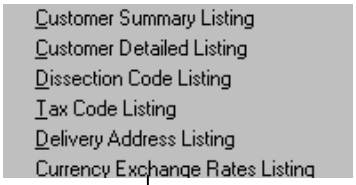
Click OK when completed.

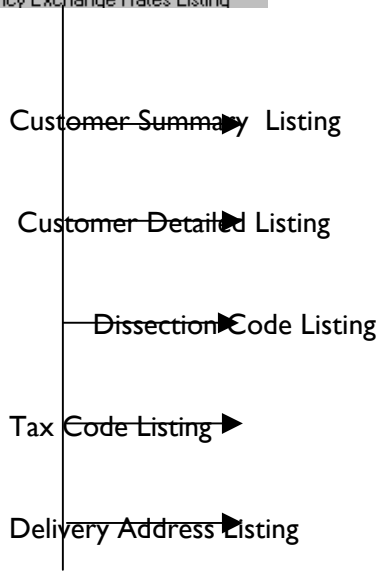
6 Master File Listings

From the Main Menu select and *click* on Master File Listings

Master File Listings

This menu allows access to a selection of sub-menus each one providing easy access to the next level of options and forms



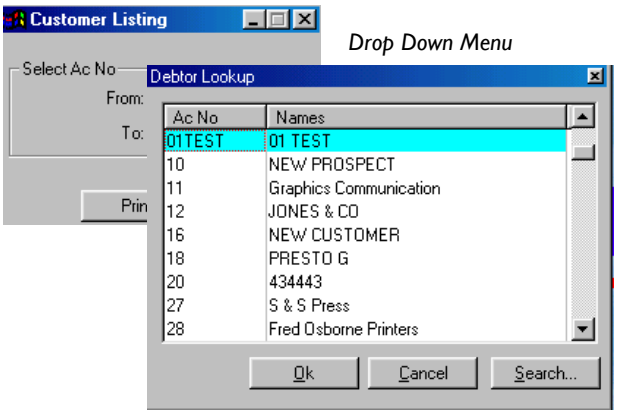


Currency Exchange Rates

The following pages will take the user through the 'Master File Listings' Programs **step by step**

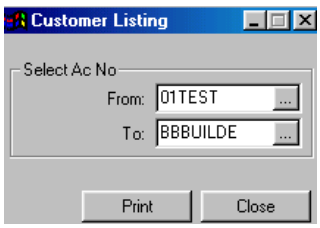
6.1 Customer Summary Listings

This module allows the user to print out a summary of any customer as shown in the Sales Ledger Master File. By entering the customers account number in the *From* & *To* fields (shown below), the listing may be one customer or a range of customers.



From Input the Account Code of the first account you wish to list, or use the drop down menu to select from the Debtor Lookup file. If just one customer's details is required, simply enter the same account code number in the '*To*' field.

To input the Account Code of the last account you wish to list, using the drop down menu if required, e.g



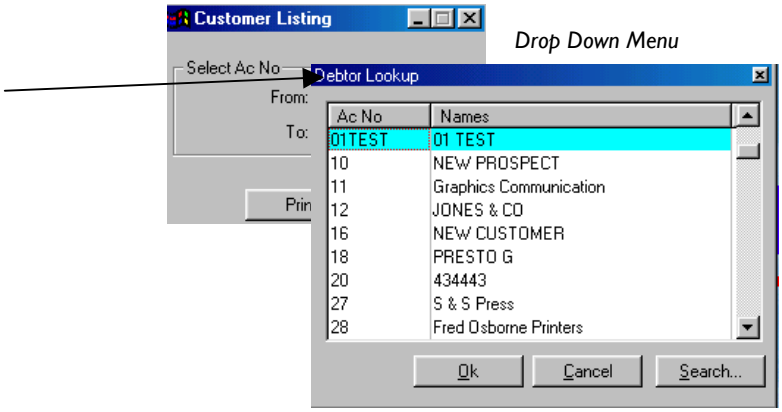
List all customer details required:

From : 01 TEST
To: BB BUILDER

When completed *click* on Print to print out a listing of the selected range and Close to return to the main Sales Ledger Menu.

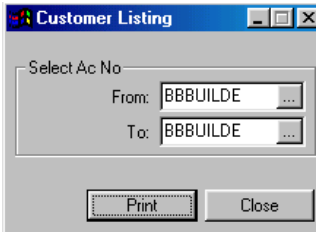
6.2 Customer Detailed Listings

This module follows on from the Customer Summary Listing module other than it allows the user to print out a *more detailed* list of any customer as shown in the Sales Ledger Master File. By entering the customers account number in the *From* & *To* fields (shown below), the listing may be one customer or a range of customers.



From Input the Account Code of the first account you wish to list, or use the drop down menu to select from the Debtor Lookup file. If just one customer's details is required, simply enter the same account code number in the '*To*' field.

To input the Account Code of the last account you wish to list, using the drop down menu if required, e.g



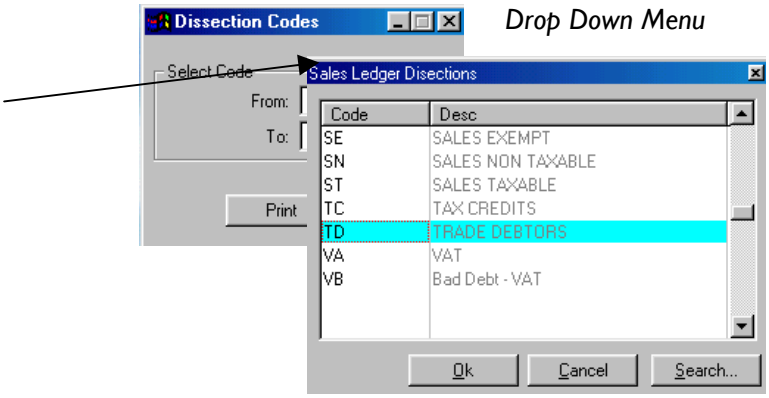
List one customers details:

From : BB BUILDER
To: BB BUILDER

When completed *click* on Print to print out a listing of the selected range and Close to return to the main Sales Ledger Menu.

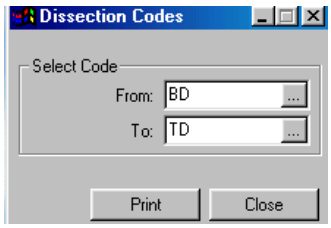
6.3 Dissection Code Listings

This module allows the user to print out a list of all Dissection Codes currently shown in the Sales Ledger Master File. The listing may be of one, or a range of Dissection Codes.



From Input the Code Number of the first Dissection Code you wish to list, or use the drop down menu to select from the Dissection Code lookup file. If just one dissection code is required, simply enter the same code number in the '*To*' field.

To Input the code number of the last code you wish to list, using the drop down menu if required, e.g



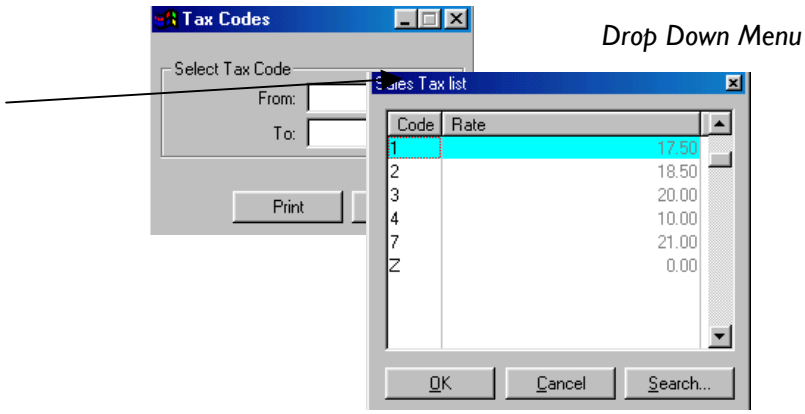
List a range of codes:

From : BD Bad Debt Account
To: TD Trade Debtor

When completed *click* on Print to print out a listing of the selected range and Close to return to the main Sales Ledger Menu.

6.4 Tax Code Listings

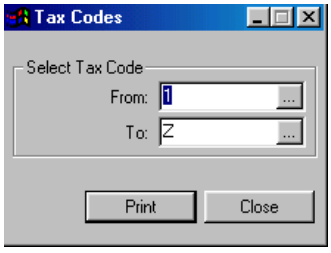
This module allows the user to print out a list of all Sales Tax Codes currently shown in the Sales Ledger Master File. The listing may be of one, or a range of Tax Codes.



Drop Down Menu

From Input the Code Number of the first Tax Code you wish to list, or use the drop down menu to select from the Tax Code lookup file. If just one tax code is required, simply enter the same code number in the '*To* ' field.

To Input the code number of the last code you wish to list, using the drop down menu if required, e.g



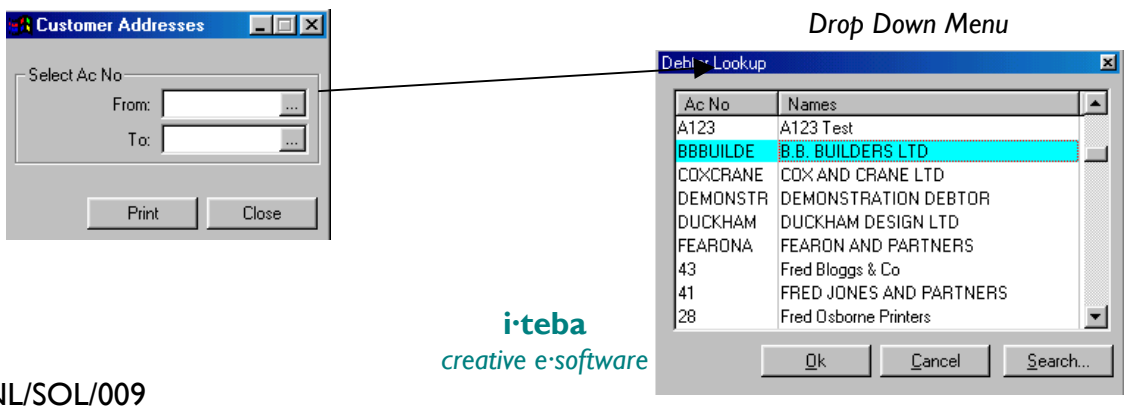
List a range of codes:

From : 1 17.50 %
To: Z Zero Rated

When completed *click* on Print to print out a listing of the selected range and Close to return to the main Sales Ledger Menu.

6.5 Delivery Address Listings

This module allows the user to print out a list of all Customers Delivery Address's currently shown in the Sales Ledger Master File. The listing may be of one, or a range of addresses.

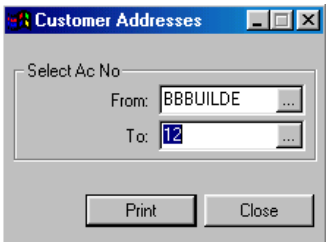


Drop Down Menu

i·teba
creative e·software

From Input the Code Number of the first customer address you wish to list, or use the drop down menu to select from the Debtor lookup file. If just one address is required, simply enter the same code number in the '*To*' field.

To Input the code number of the last code you wish to list, using the drop down menu if required, e.g



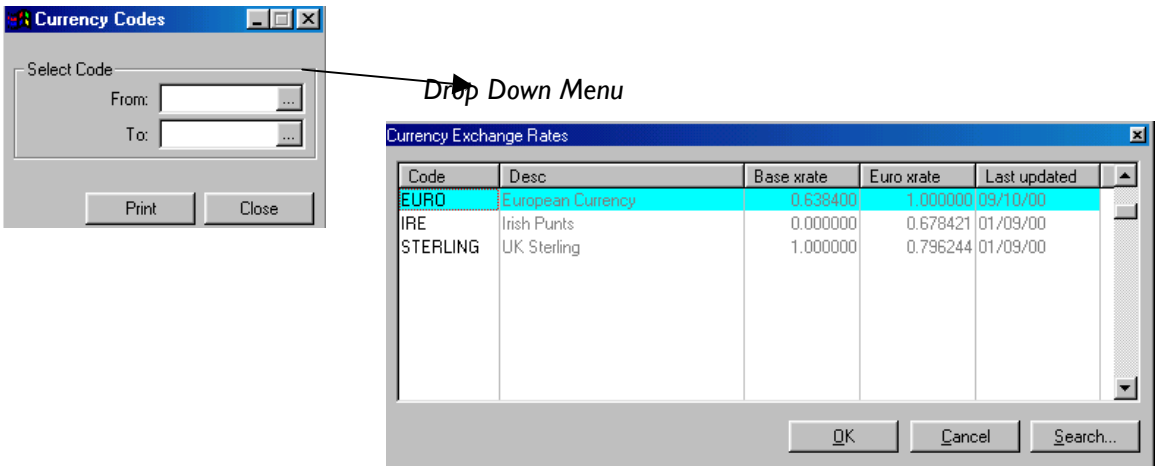
List a range of addresses:

From : BB BB Builder
To: 12 Jones & Co

When completed *click* on Print to print out a listing of the selected range and Close to return to the main Sales Ledger Menu.

6.6 Currency Exchange Listings

This module allows the user to print out a list of all Currency & Currency Exchange Rates currently shown in the Sales Ledger Master File. The listing may be of one, or a range of currencies.



From Input the Code of the first currency you wish to list, or use the drop down menu to select from the Currency Exchange Rate, lookup file. If just one currency is required, simply enter the same code number in the '*To*' field.

To Input the code of the last code you wish to list, using the drop down menu if required, e.g

List a range of currencies:

From : Euro
To: Sterling

When completed click on Print to print out a listing of the selected range and Close to return to the main Sales Ledger Menu.

7 Reports

From the Main Menu select and *Click* on Reports

Sales Ledger
File Entry Programs Review Programs Master File Entry Master File Listings Reports Navigate Window Help

Reports

This menu allows access to a selection of sub-menus each one providing easy access to the next level of options

- Sales by Customer
- Sales by Dissection
- Customer Transactions by Date
- Sales Ledger Batch Transactions
- Summary Aged Balance Report
- Summary Aged Balance Report - by Name
- Detailed Aged Balance Report
- Detailed Aged Balance Report - by Name
- VAT Report
- Cash Receipts by Date
- Invoice Printout
- Credit Note Printout
- Statement Printout
- Sales by Salesrep

Sales by Customer

Sales by Dissection

Customer Transactions by Date

Sales Ledger Batch Transactions

Summary Aged Balance Report

Detailed Aged Balance Report

Detailed Aged Balance by Name

VAT Report

Cash Receipts by Date

Invoice Printout

Credit Note Printout

Statement Printout

Sales by Sales Representative

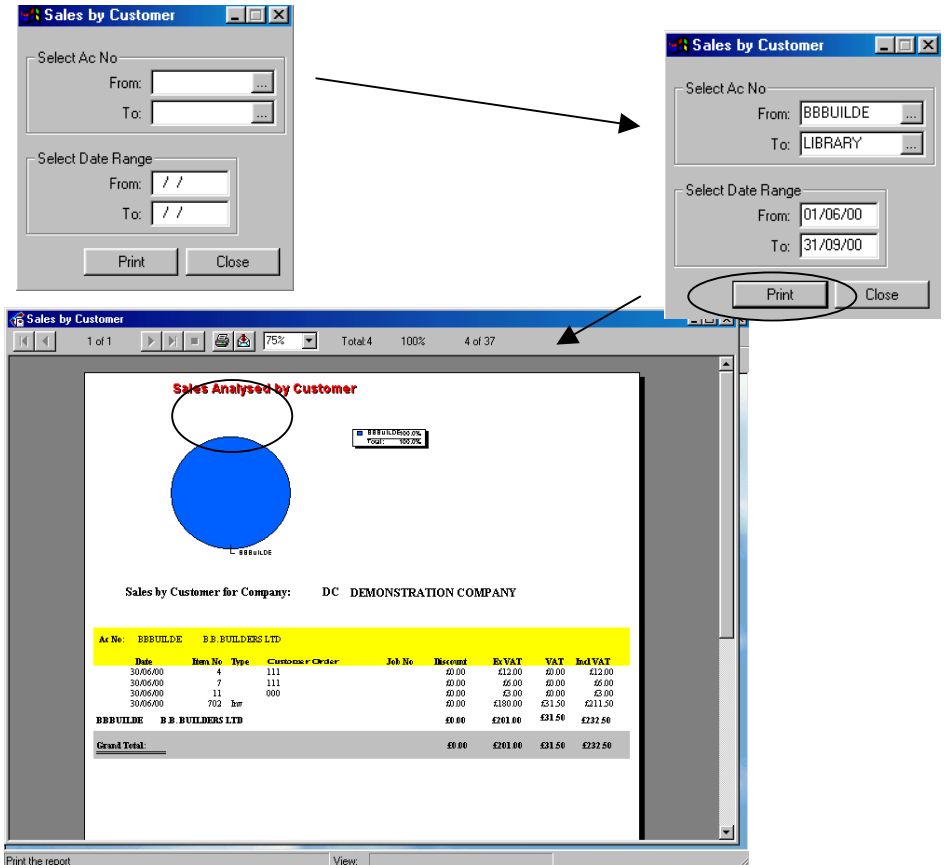
The following pages will take the user through the 'Report' Programs **step by step**

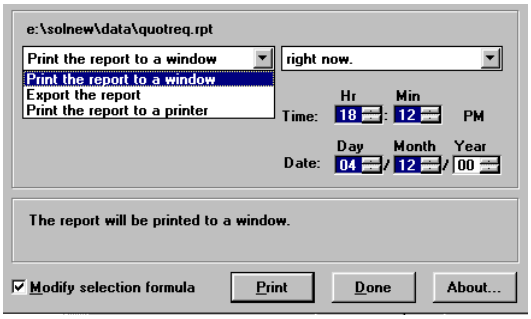
7.1 Print Outs

Solprint Accounts provides a very flexible range from which to produce a variety of management reports and printing out these reports follows a similar procedure throughout. Consequently, this document will, limit the number of times it shows the same images for the same process.

e.g The report headings are self explanatory and each subject offers a menu in which the range of data can be selected with some precision, by name, year, period, batch etc.

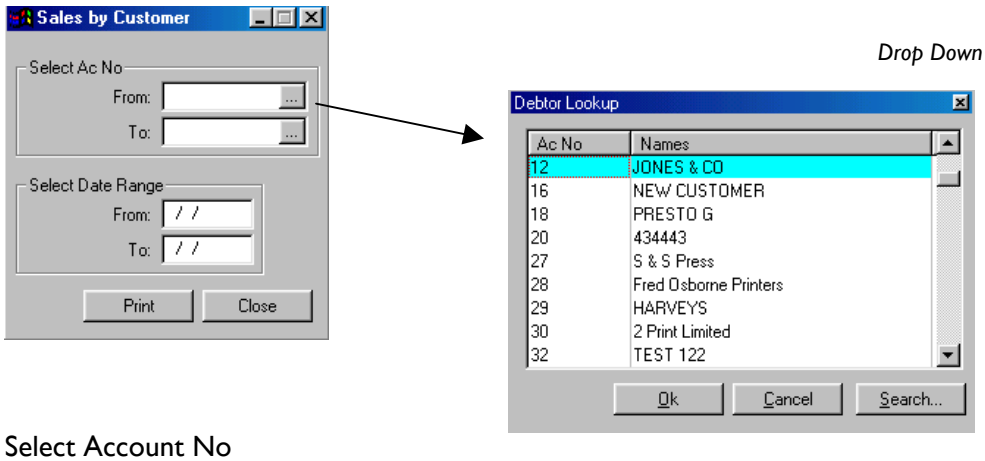
Once the criteria is set the user will *click* on Print which will initially *display* the report to screen for evaluation and subsequently to the print option window.





7.1.1 Sales by Customer

This module allows the user to print out a list of Sales by Customer, the listing may be of one, or a range of customer records and selected from any given date range



Drop Down Menu

Select Account No

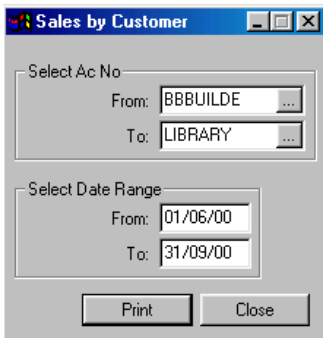
From Input the Code of the first customer you wish to list, or use the drop down menu to select from the Debtor lookup file. If just one customer record is required, simply enter the same code number in the ' *To* ' field.

To Input the code of the last code you wish to list, using the drop down menu if required Select Date Range.

From Input the date from which you wish the record to be printed If just one customer record date is required, simply enter the same date in the ' *To* ' field.

To Input the date of the last record that you wish to be printed,

e.g



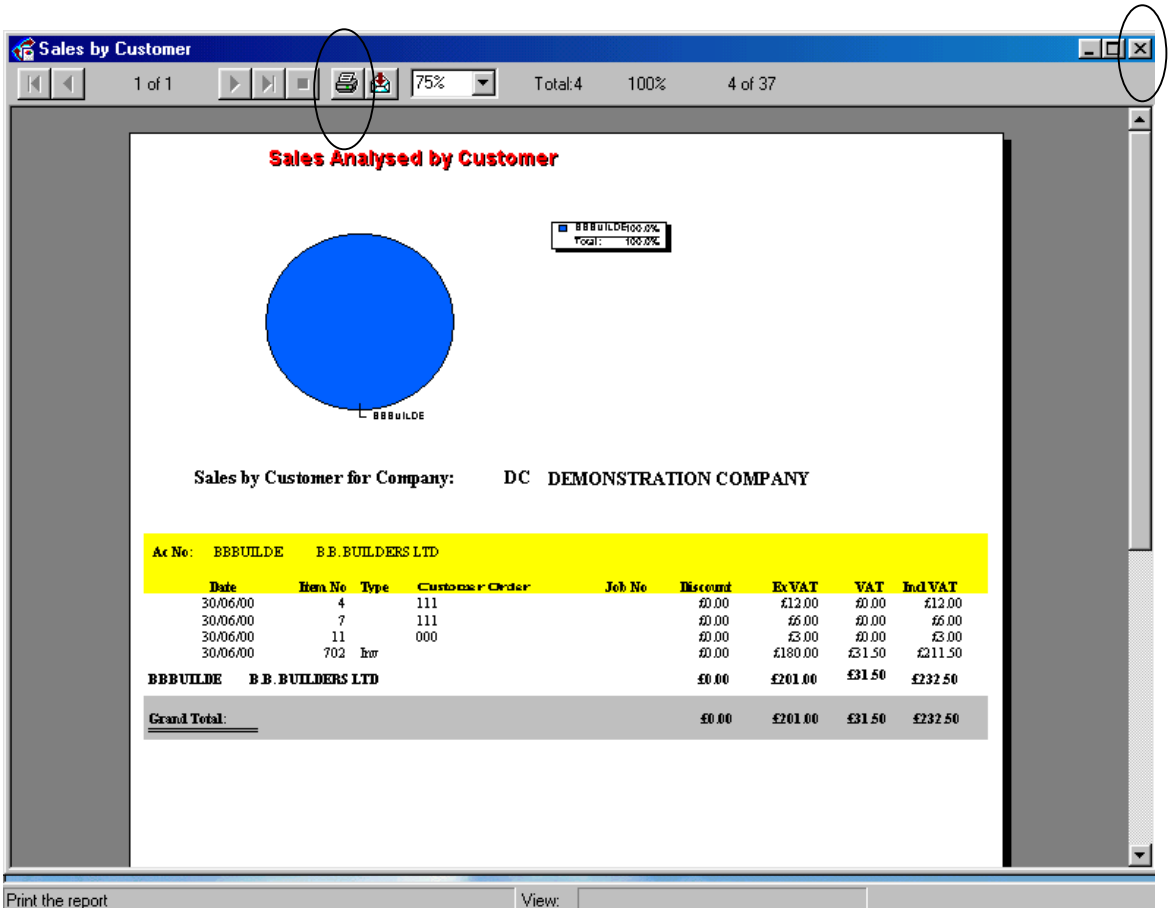
Print Out of Sales by customers

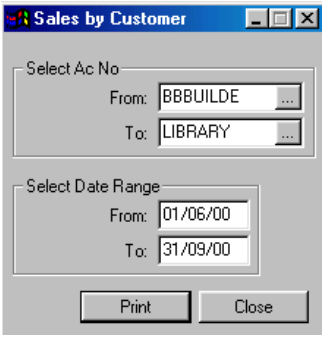
From : BB Builders
To: Library

From: 01/06/00
To: 31/09/00

When completed *click* on Print to display to screen.

When completed *click* on Print to display to screen for evaluation, use the print icon to open the print option screen or the X to return to the Sales by Customer menu.

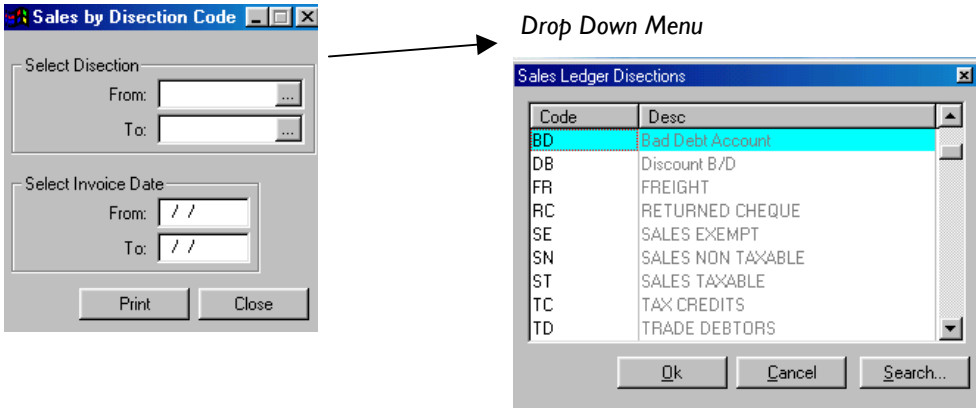

Sales by Customer
1 of 1
75%
Total:4
100%
4 of 37
Sales Analysed by Customer
BBBUILDE
Sales by Customer for Company: DC DEMONSTRATION COMPANY
Ac No: BBBUILDE B.B.BUILDERS LTD
Date Item No Type Customer Order Job No Discount Ex VAT VAT Incl VAT
30/06/00 4 111 £0.00 £12.00 £0.00 £12.00
30/06/00 7 111 £0.00 £6.00 £0.00 £6.00
30/06/00 11 000 £0.00 £3.00 £0.00 £3.00
30/06/00 702 Inv £0.00 £180.00 £31.50 £211.50
BBBUILDE B.B.BUILDERS LTD £0.00 £201.00 £31.50 £232.50
Grand Total: £0.00 £201.00 £31.50 £232.50
Print the report
View:



Click on Close when completed

7.2 Sales by Dissection Codes

This module allows the user to print out a list of Sales by Dissection Codes, the listing may be of one, or a range of codes and selected from any given period.



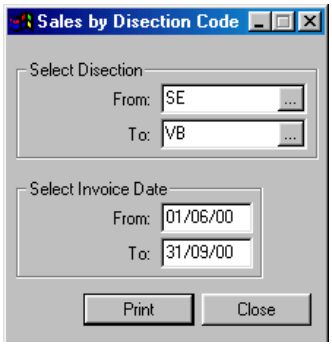
Select Account No : From Input the Code of the first dissection code you wish to print, or use the drop down menu to select from the Dissection Code lookup file. If just one code is required, simply enter the same code number in the ' *To* ' field.

To Input the code for the last code in the list that you wish to print, using the drop down menu if required.

Select Date Range: From Input the date from which you wish the record to be printed If just one date is required, simply enter the same date in the ' *To* ' field.

To Input the date of the last record that you wish to be printed

e.g



Print Out of Sales by Dissection code numbers

From : SE Sales Exempt
To: VB Bad Debt - vat

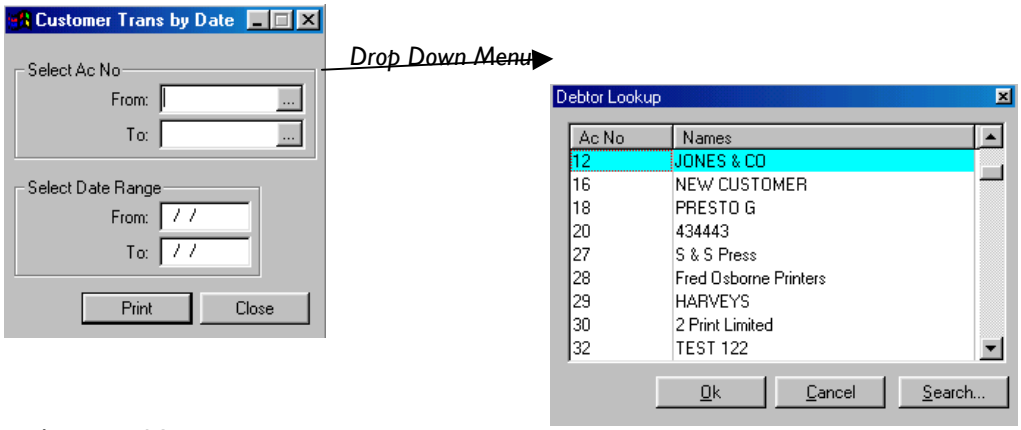
From: 01/06/00
To: 31/09/00

When completed *click* on Pr nt out a listing of the selected range and Close to return to the main Sales Ledger Menu.

Reports – print outs

7.3 Customer Transactions by Date

This module allows the user to print out a list of Customer Transactions by date, the listing may be of one, or a range of customers and selected from any given period



Select Account No

From Input the Code of the first customer you wish to list, or use the drop down menu to select from the Debtor lookup file. If just one customer record is required, simply enter the same code number in the '*To*' field.

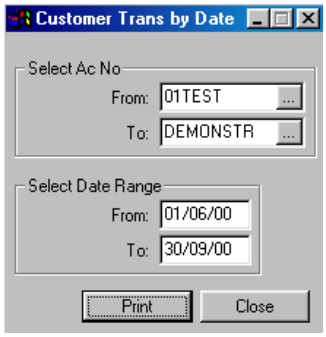
To Input the code of the last customer code you wish to list, using the drop down menu if required.

Select Date Range

From Input the date from which you wish the record to be printed. If just one date is required, simply enter the same date in the '*To*' field.

To Input the date of the last record that you wish to be printed

e.g



Print Out of Transactions by Date

From : 01 TEST
To: DEMONSTRATE

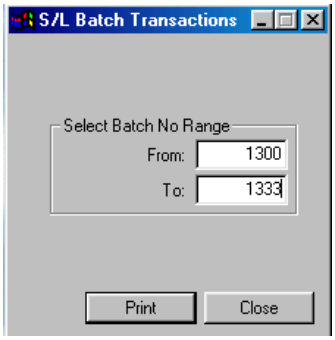
From: 01/06/00
To: 31/09/00

When completed *click* on Print to display to screen then print out a listing of the selected range and Close to return to the main Sales Ledger Menu.

7.4 Sales Ledger Batch Transactions

This module allows the user to print out a report for Batch Transactions giving the details of the items contained within a batch.

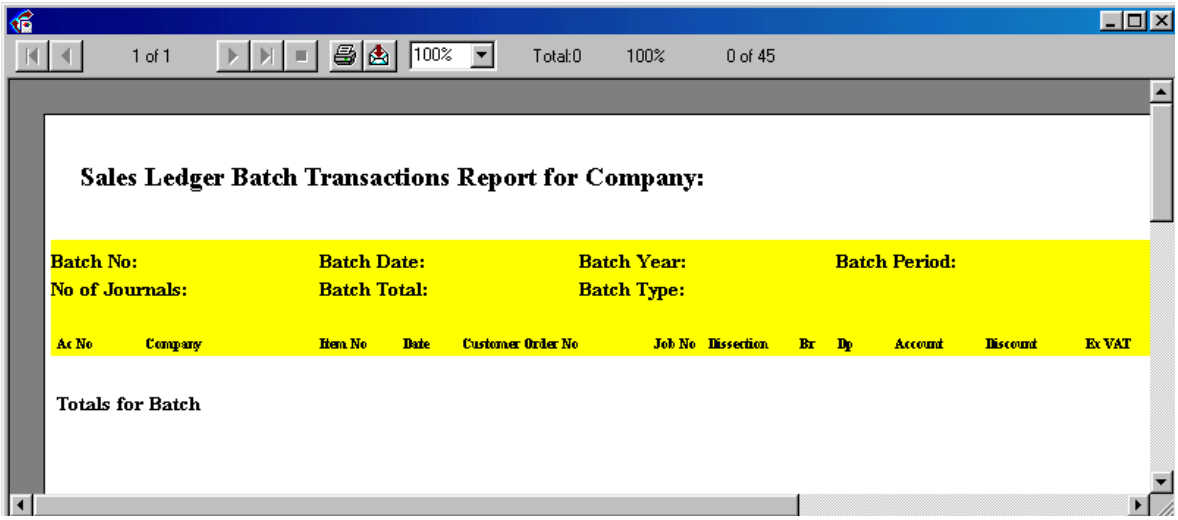
Select Batch No



From Input the first batch number you wish to list. If just one record is required, simply enter the same batch number in the '*To*' field.

To Input the last batch number you wish to list.

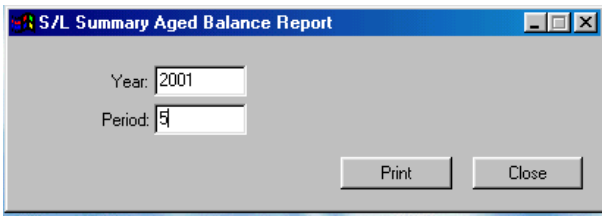
When completed *click* on Print to display to screen then print out a listing of the selected range and Close to return to the main Sales Ledger Menu.



In display mode use the Print icon to print out and the X to return to the main screen

7.5 Summary Aged Balance Report

This report is a summary of the balances outstanding on each account



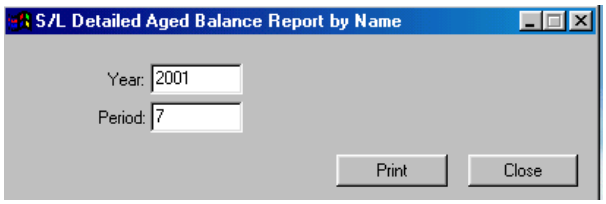
Year Enter the financial year required

Period Enter the period required

When selection is made, *click* on *Print* to display to screen then print out a report of the selected range and Close to return to the main Sales Ledger Menu.

7.5.1 Summary Aged Balance Report - by Name

This report is a summary of the balances outstanding on each account



Year Enter the financial year required

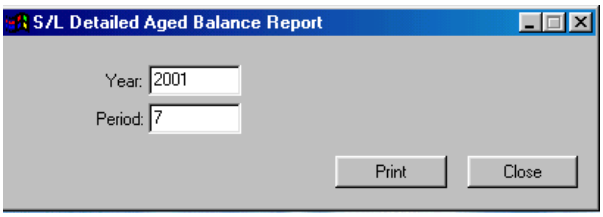
Period Enter the period required

When selection is made, *click* on *Print* to display to screen then print out a report of the selected range and Close to return to the main Sales Ledger Menu.

In display mode use the Print icon to print out and the X to return to the main screen.

7.6 Detailed Aged Balance Report

This report prints in detail the balances outstanding on each account



Year Enter the financial year required

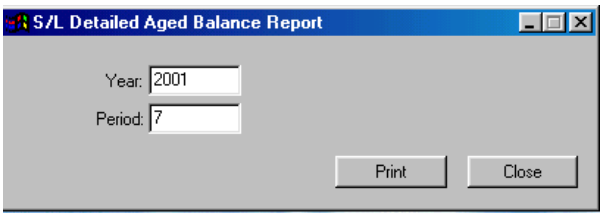
Period Enter the period the report in which the report is required

When selection is made, *click* on Print to display to screen then print out a report of the selected range and Close to return to the main Sales Ledger Menu.

In display mode use the Print icon to print out and the X to return to the main screen.

7.6.1 Detailed Aged Balance Report - by Name

This report prints in detail the balances outstanding on each account



Year Enter the financial year required

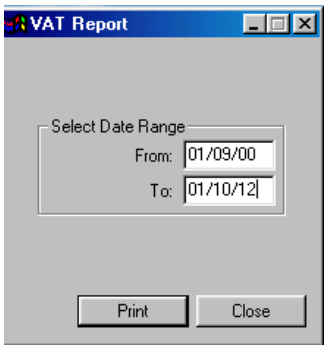
Period Enter the period the report in which the report is required

When selection is made, *click* on Print to display to screen then print out a report of the selected range and Close to return to the main Sales Ledger Menu.

In display mode use the Print icon to print out and the X to return to the main screen.

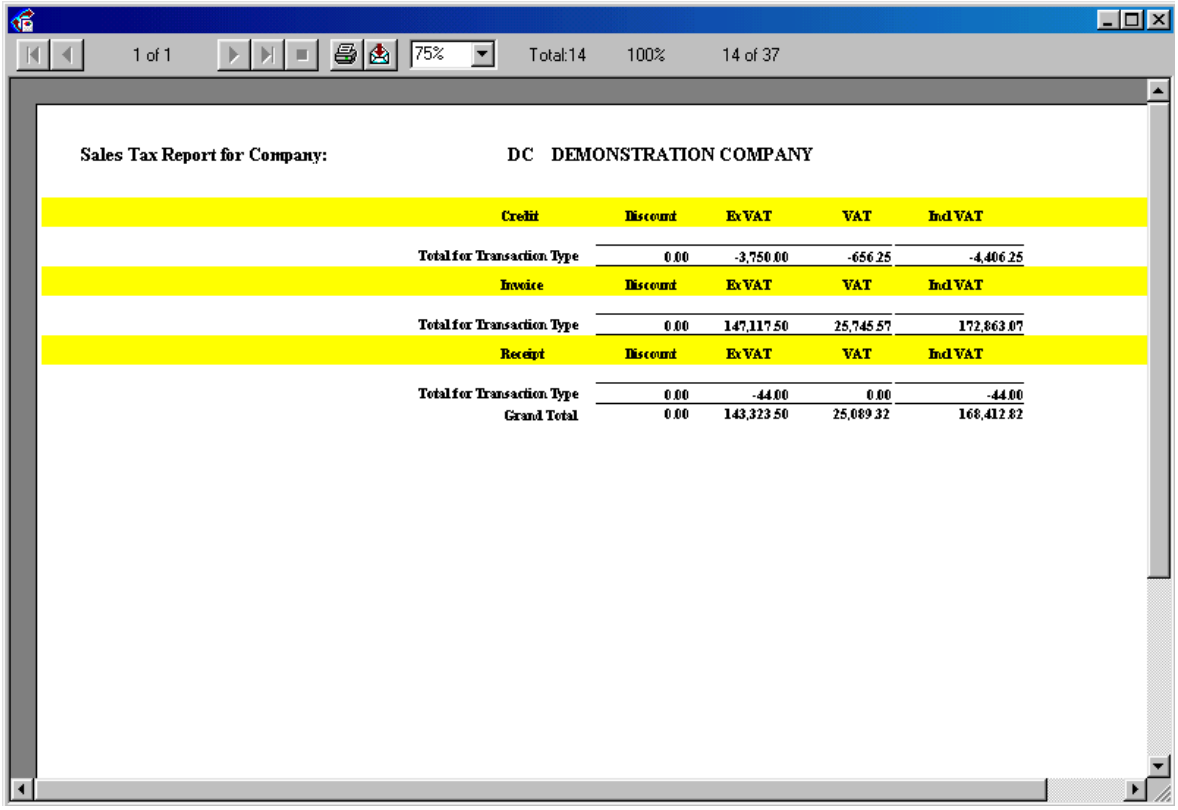
7.7 VAT Report

This enables the user to print out a VAT report for any given period



Data Range Enter the tax period From and To

When selection is made, *click* on Print to display to screen then print out a report of the selected range and Close to return to the main Sales Ledger Menu.


1 of 1
75%
Total:14
100%
14 of 37
Sales Tax Report for Company: DC DEMONSTRATION COMPANY
Credit Discount Ex VAT VAT Incl VAT
Total for Transaction Type 0.00 -3,750.00 -656.25 -4,406.25
Invoice Discount Ex VAT VAT Incl VAT
Total for Transaction Type 0.00 147,117.50 25,745.57 172,863.07
Receipt Discount Ex VAT VAT Incl VAT
Total for Transaction Type 0.00 -44.00 0.00 -44.00
Grand Total 0.00 143,323.50 25,089.32 168,412.82

In display mode use the Print icon to print out and the X to return to the main screen

7.8 Reports - Print Outs

To print out the following items follow the same procedure previously described

Cash Receipts by Date

Invoices

Credit Notes

Statement of Accounts
Sales by Sales Representative